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Microsoft Office Specialist (MOS)

Microsoft 365 Apps Exam Tutorials
All Exams (except Outlook)

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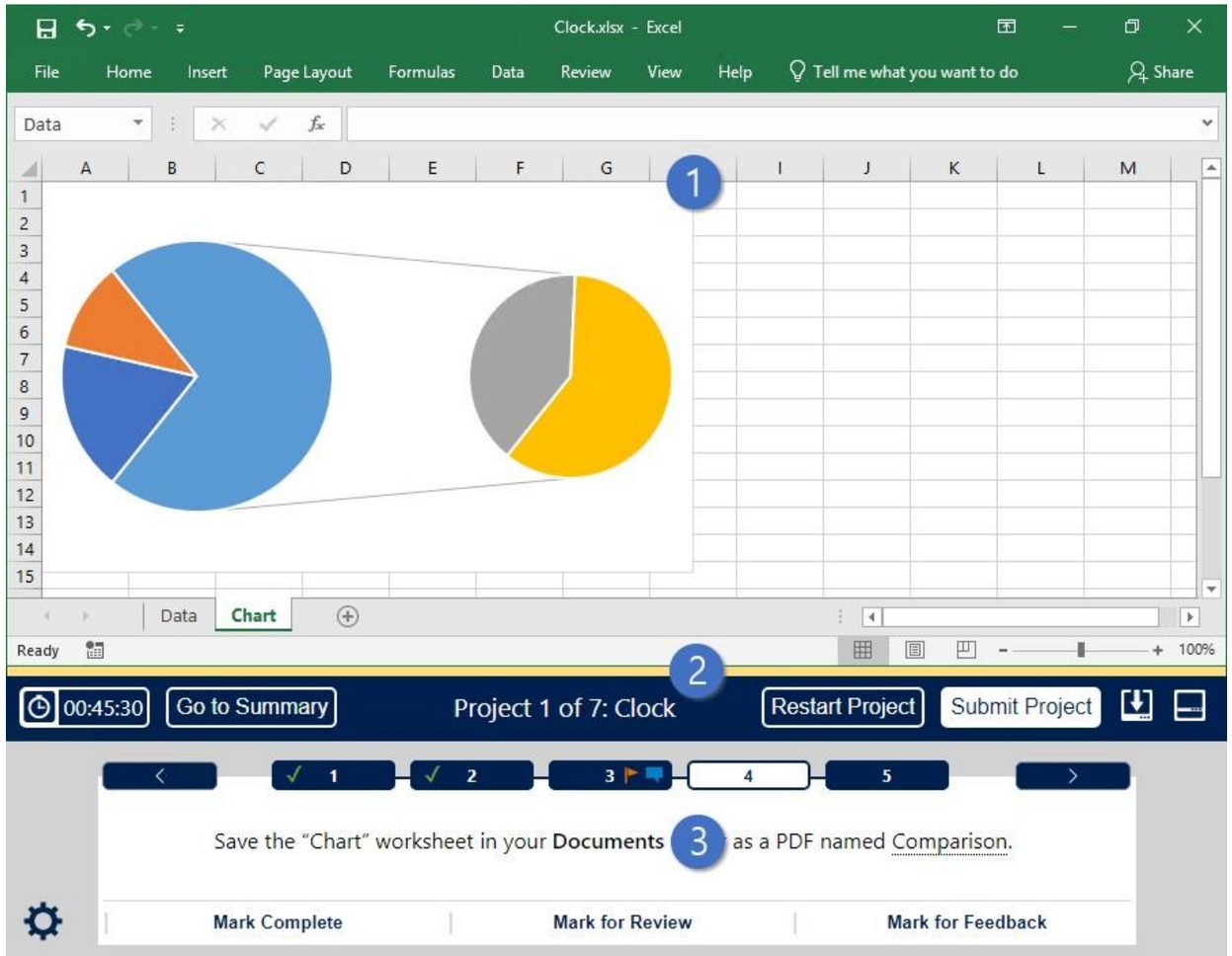
Exam Interface



1. Project file
2. Split bar
3. Exam panel

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Exam Tasks

- In this exam, you will work on from 5 to 8 projects. For each project, you will be asked to perform from 1 to 7 tasks.
- The exam panel displays the task(s) you must perform. The task text uses the following formatting conventions:
  - File names, folder names, or setting names
  - "Existing text in the project file"
  - "Text to enter when completing the task"
    You can click the underlined text to copy it to the Clipboard. Then you can paste it into its destination.
- You can mark each task to indicate its status, as described in this tutorial.
- When you go to a new task or project, the exam engine saves your changes.
- After you complete the tasks for a project, you will submit the project and start the next project. The Exam Summary opens after you submit the final project.
- You can revisit tasks and make changes until you finish the exam.
- After you finish the exam, you can leave feedback about exam items.

Exam Panel Controls

The following table describes the controls available in the exam panel.

<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>00:45:05</td><td>Displays the remaining exam time. To hide or display the timer, select .</td></tr>
<tr><td>Go To Summary</td><td>Saves your changes and moves to the Exam Summary, which displays the exam tasks. Icons indicate exam items you have marked as complete, marked for review, and marked for feedback.
<table>
<tr><th>Project Number–Task Number</th><th>Marked Complete</th><th>Marked for Review</th><th>Marked for Feedback</th></tr>
<tr><td>1–1: Apply the Split transition to all slides.</td><td>✓</td><td></td><td></td></tr>
<tr><td>1–2: On slide 2, remove the text box outline.</td><td>✓</td><td></td><td></td></tr>
<tr><td>1–3: On slide 4, center-align the three icons.</td><td></td><td></td><td></td></tr>
</table>
From the Exam Summary:

To return to a specific task, select that task.
To return to projects that contain tasks Marked Complete, Marked for Review, or Marked for Feedback, select the column heading.
</td></tr>
</table>

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Button	Description
	• Select **Finish Exam** to submit your answers, stop the exam timer, and move to the feedback stage of the exam. You cannot change your answers after you finish the exam. • Select **Display Score Report** to exit Feedback Mode and display your exam results.
Restart Project	Closes and reopens the current project without saving your changes.
Submit Project	Saves your changes and moves to the next project.
	Minimizes the exam panel to provide more space for the project file. To display or move between tasks, you must expand the exam panel.
	Restores the project file and exam panel to the default configuration.
and	Moves to the previous or next task in the project. Note: Active only when previous or next tasks exist in the project. Select to move to the next project.
1	In projects that contain multiple tasks, you can switch between tasks by clicking the task tab or and .
	From the **Settings** menu you can access a calculator, the Help file, and commands for changing the magnification of the exam panel. Note: To change the magnification of the exam panel, you can use the Settings menu commands or press Ctrl+Plus (zoom in), Ctrl+Minus (zoom out), or Ctrl+0 (restore).
Optional tracking features	You can use these features to display status indicators on the task tab and in the Exam Summary: **Mark Complete** Displays ✓ to indicate that the task is complete. **Mark for Review** Displays to indicate that you want to review the task before you finish the exam. **Mark for Feedback** Displays to indicate that you want to leave feedback about the task after the exam.

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Microsoft Office Specialist Exam Tips

- **Accept all default settings unless otherwise specified in the task instructions.**
- The exam calculates your score based on the final changes you make to the files and application settings. **You may use any valid method to complete the tasks.**
- If a task instructs you to enter "specific text", you can click the text to copy it to the Clipboard. Then you can paste it into the file or application.
- If you perform a task by making a change in a dialog box, close the dialog box to save the settings. Close any open dialog boxes before submitting a project.
- During the exam, the files are password-protected. The following commands are disabled and not necessary to use to complete the exam:
    - Help
    - Share
    - New
    - Open
    - Encrypt with Password
- To change the height of the exam panel and file area, drag the split bar between the file and the exam panel.
- The exam saves the file when you go to another task or project.

Word Exam Tips

- You can quickly go to a named Word document section by selecting the section name in the Navigation pane.

Excel Exam Tips

- If a task instructs you to enter information into a column, ensure that the information is in all cells of the column within the Excel table or data range.
- Some worksheet cells are locked. You can reference a locked cell in a formula by entering its cell reference (for example, *A1*).

PowerPoint Exam Tips

- Tasks may identify slides by title or slide number.
- Point to a slide in the Slides pane to display its title.
- Do not add, move, or delete slides unless instructed to do so because it changes the slide numbers.

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