Welcome to the Microsoft Office Specialist 2016 Certification exam

This tutorial will help you take the exam.
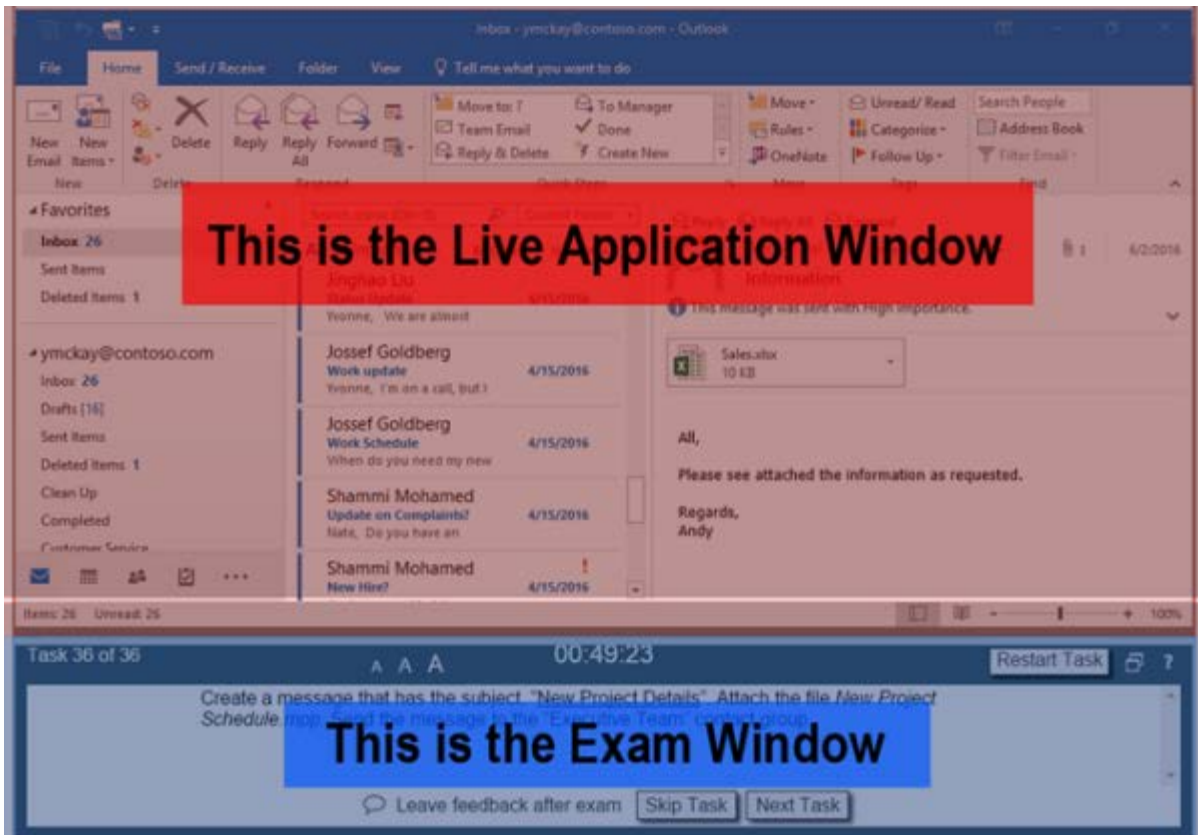
Read this tutorial carefully

1. In this exam you will perform 35 tasks.

2. After completing each task your exam will finish.

3. Select the *Restart Task* button to remove all your changes and start the task from the beginning state. This will NOT reset your exam time, *so use with caution*.

Click the "Next" button to continue.

Interface

1. During the exam, the following application features are disabled:

• *Help*

• *Tell me what you want to do*
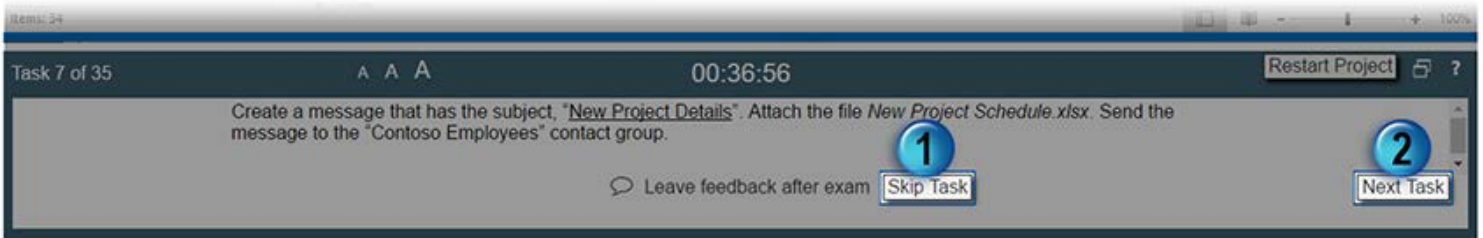
• *Share*

• *New*

• *Open*

None of these features are needed to complete the exam.

2. Accept all default settings unless otherwise specified in the task instructions.

Click the "Next" button to continue.

Exam Window

Navigation

1. **Skip Task:** Use this button to skip a question and return to it when you have seen or completed all the other questions in the exam.

2. **Next Task:** When you complete a task, the *Next Task* button saves your answer and moves you to the next question. *Note*: It is not possible to move back to previous exam questions.

Other Item
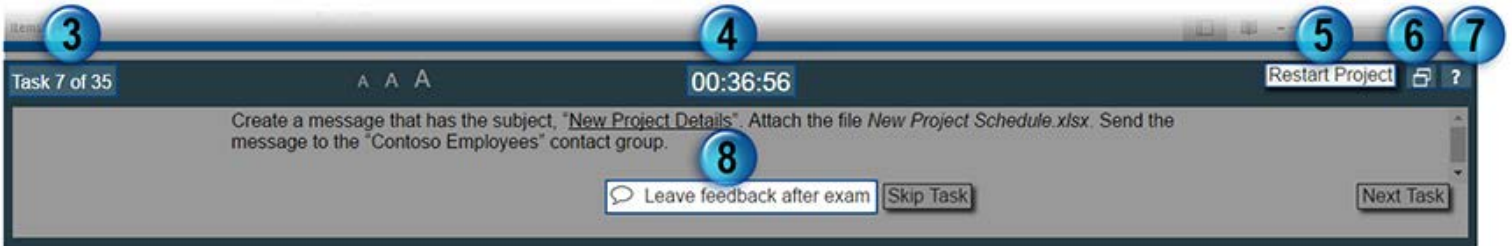
3. **Task Number:** This tracks how many questions you have completed and how many total questions are in the exam.

4. **Countdown Timer:** This displays the time remaining in the exam. This exam's time limit is 50 minutes.

5. **Restart Task:** Select this button to remove all your changes and start the task from the beginning state. This will NOT reset your exam time, *so use with caution.*

6. **Reset Window Size:** This resets the Application window and the Exam window to their original sizes and positions.

7. **Help:** This button will display the information in this tutorial.

8. **Leave feedback after exam:** Use this button to remind yourself to leave feedback about a task after the exam is finished.

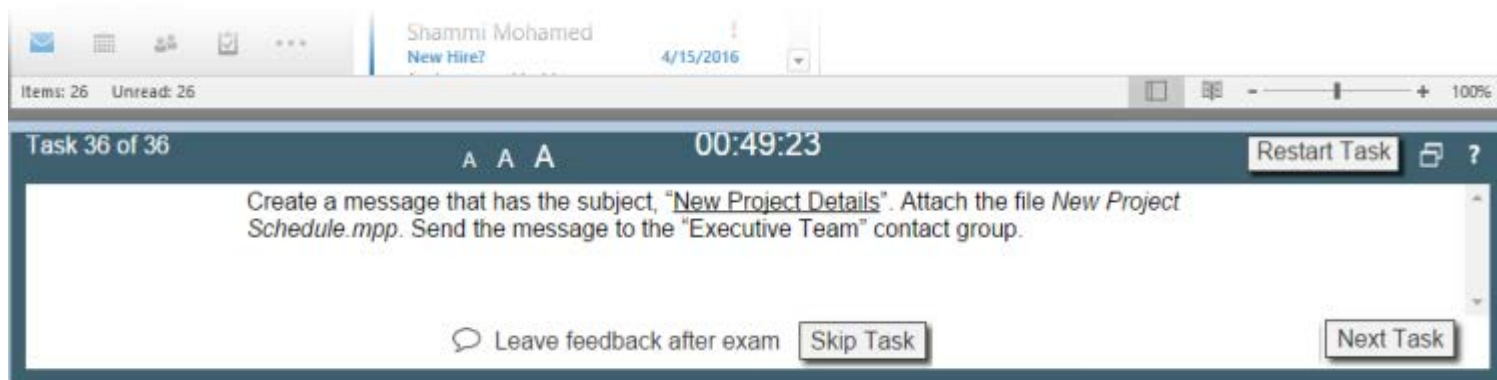Click the "Next" button to continue.

Task Instruction

The task text describes the task you must perform to receive a correct score.

Italicized text refers to the files used in the exam.

"Underlined text inside quotation marks" is text that should be typed, or copied and pasted from the task text into the project file.

"Quotation marks" refer to specific text in the project file.

Click the "Next" button to continue.

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Congratulations

You have reached the end of this tutorial.

Click the "Next" button to continue.

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Exam Retake Policy

You can see the Microsoft Exam Retake Policy here: https://www.microsoft.com/en-us/learning/certification-exam-policies.aspx

Microsoft Office Specialist

Exam 77-725: MOS: Word 2016 Core

Exam 77-727: MOS: Excel 2016 Core

Exam 77-729: MOS: PowerPoint 2016

Exam 77-730: MOS: Access 2016

Exam 77-731: MOS: Outlook 2016

Exam 77-726: MOS: Word Expert 2016

Exam 77-728: MOS: Excel Expert 2016