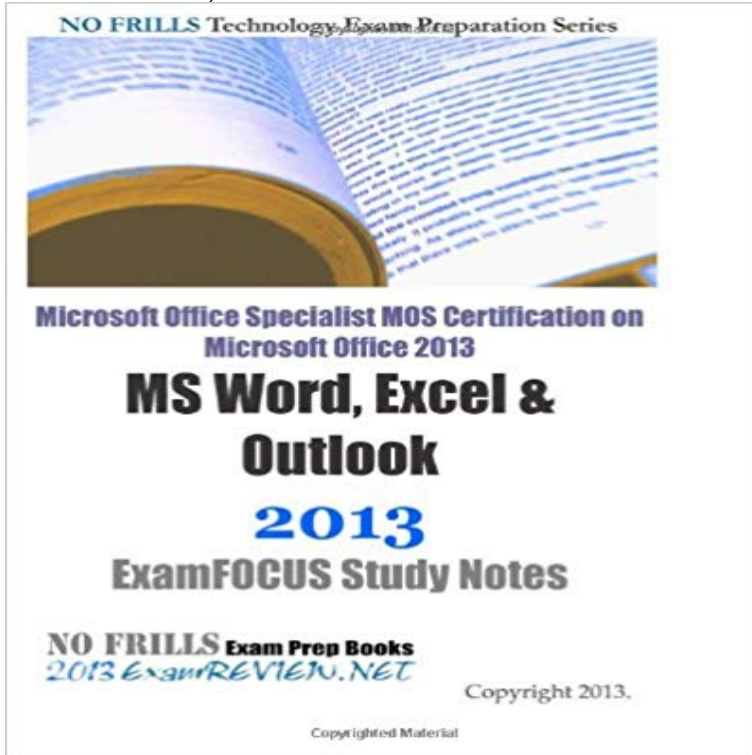


# Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word, Excel & Outlook 2013 ExamFOCUS Study Notes



With the MOS 2013 exams, you will be presented with a project to build. Therefore, real world experience with the software is highly important. You should start by learning how to perform individual tasks. Then you need to chain up your skills and apply them on the project to produce a meaningful outcome as required by the exam questions. The Word exam covers: - Create and Manage Documents - Format Text, Paragraphs, and Sections - Create Tables and Lists - Apply References - Insert and Format Objects The Excel exam covers: - Create and Manage Worksheets and Workbooks - Create Cells and Ranges - Create Tables - Apply Formulas and Functions - Create Charts and Objects The Outlook exam covers: - Manage the Outlook Environment - Manage Messages - Manage Schedules - Manage Contacts and Groups The exams are all performance based with a project-like style you need to build up an Office document or complete something according to the given specifications. There is a simulated environment for you to get your job done. To prepare for the exams, you need to know the various options available in the Office software. You know the options and functions available, then you can choose the right stuff and apply them in the correct order to achieve the project goal. You must have hands-on experience! This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results. We introduce and explain the important options in the software that you cannot afford to miss. The book is NOT intended to guide you through every single step in the Office software. We assume that you already know the basics of using the graphical interface you know the difference between single mouse click, double click, right click, drag and drop, press and hold etc, and you know how to select and highlight text and objects. DO

NOT TREAT THIS AS AN A-B-C GUIDE TO MS OFFICE. You should use this book together with other reference books for the best possible preparation outcome. In the Office software you can usually achieve the same result using different methods. For example, once you highlighted some text you can either right click on the selection to access a small menu, or choose from the full blown menus (the ribbons) and toolbars at the top of the interface. Throughout the book we may use both methods for accessing functions and features. Also, keyboard shortcuts are available in the software but for exam prep purpose we will not use any of them unless required by the exams.

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