

MOS 2010 Exam Instructional Pages

MOS PRE-EXAM TUTORIAL CONTENT

This content is for use on exams that utilize iQsystems delivery.
These exams have no simulated exam content.
This has been updated for use with the MOS 2010 exams.

Microsoft Office Specialist: [undefined]

To minimize errors and confusion during the exam, please read the following notes and instructions carefully.

This exam has:

- [undefined] items requiring completion of one or more tasks in [undefined]
- a maximum allowed time of [undefined] minutes

The following pages will give you additional notes and instructions about exam functionality.

It is critical that you read these instructions carefully before beginning the exam.

The time you spend reviewing these tutorial pages does not count against the total time allotted for the exam.

Click the **NEXT** button to continue the tutorial.

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The Exam Controls

After you complete this series of information screens, the testing software will start the exam. During the exam you will see the exam questions and the exam control mechanisms across the bottom of the screen. Each of the exam control mechanisms and its function is described below.

COUNTER:



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The Counter on the bottom left of your screen tracks how many questions you have completed and how many total questions are in the exam.

TIMER:



14:46

The Timer starts when the first question appears on your screen, and it displays the remaining exam time.

Note: The transition time between questions is not counted against the total time allotted for the exam.

ZOOM:



You can use the Zoom icon to increase or decrease the font size of the question text.

TIPS:



You can use the Tips icon to see these Test-Taking Tips any time during the exam.

SKIP:



You can use the Skip button to skip a question and return to it when you have seen or completed all the other questions in the exam.

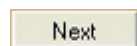
RESET:



You can use the Reset button to restart work on a question if you think you have made an error.

Note: The Reset button will not restart the entire exam nor will it extend the total time allotted for the exam.

NEXT:



When you complete a question, clicking the Next button saves your answer and moves you to the next question.

Note: It is not possible to move back to previous exam questions.

Click the **NEXT** button to continue the tutorial.

Test Taking Tips

Follow Instructions	Follow all the instructions for each question completely and accurately.
Entering Information	Enter requested information as it appears in the instructions, but do not duplicate the format. For example, all text and values that you will be asked to enter will appear with <u>bold and underlined</u> text formatting. However, you should enter the information without using the bold and underlined format, unless you are specifically instructed to use that format in the exam question.
Dialog Boxes and Task Panes	You must close all dialog boxes, but you do <u>not</u> have to close task panes before proceeding to the next question, unless you are instructed to do otherwise.
File Locations	This examination uses Windows 7® and Windows Vista® default folder locations. Exam files will be placed in the Documents folder and the Pictures folder. If you are running this exam on the Windows XP® operating system, use the My Documents folder where the instructions refer to the Documents folder and the My Pictures folder where the instructions refer to the Pictures folder.
Saving	You do <u>not</u> have to save your work before proceeding to the next question, unless you are instructed to do otherwise.
Office Help	To ensure a fair and secure testing environment, the Microsoft Office Help system cannot be accessed during the exam.

Click the **NEXT** button to continue the tutorial.

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Test Taking Tips (Continued)

Printing	If the question tells you to print a file, please note that nothing will actually be printed.
Scoring	For performance questions, scoring is based on a combination of the end result of your work and the method you used, but your score is not based not the time you took to complete the question or the exam. Extra keystrokes or mouse clicks will not count against your score. Tasks that are not dependent upon other tasks in a question may be completed in any order.
Computer Interruptions	If your computer freezes or stops working, notify the testing center administrator immediately to restart your exam. When the exam restarts, the examination software will return to the point in the exam where you stopped, and it will retain your score and your remaining testing time.
Exam Time	The exam timer tracks only the time spent answering the exam questions. It does not count the time the computer takes to load each question.

Click the **NEXT** button to begin the exam.

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Click the **NEXT** button to begin the exam.

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