MOS 2013 Exam
Test Drive

June 2014
MOS 2013 Exam Format

New Project-Based Format with MOS 2013

- No longer performing individual unrelated short tasks
- Now creating a single complete document from a set of guidelines

Why the Change?

- New format is designed to test a candidate’s ability to use an Office application in a way that more closely aligns to a user’s every day use of the application.
- For Example:
  - In the workplace, rarely are you asked to bold or highlight text
  - You may be asked to create a document that meets certain standards or guidelines
Sample Question

LawnMore, Inc.

Designing Your Garden

Design Process

Our expert landscapers have composed this step-by-step guide to help you plan your garden with ease. Simply follow the simple 4-step process and you will be a gardener.

Copyright © 2010 Certiport, Inc. All rights reserved. 888/718-0079/737/371-78889.

Complete the following two tasks:

1. Find all occurrences of the text expert and replace it with qualified.
2. On page two, insert a bookmark named Choice immediately above the heading Step 4: Select Your Plants. (Note: Accept all other default settings.)

Sample from test prep. Not the actual exam.
Sneak Peek at Office 2013

Become familiar with the new exam format before testing.

Log in to Certiport; Hover over Certifications - click on Microsoft Office Specialist - click on Office 2013 (green box)

Scroll down to the bottom of the page. Click on Office 2013 Demo

More MOS 2013

- Microsoft Office 2013 Exam Demo
New Tiled Testing Interface

- Displays the live MS Office 2013 application during the exam.
- The application is fully functional.
New Tiled Testing Interface

Guidelines Window

- Displays a checklist of the instructions needed to complete the exam project.
- Can be referenced on-demand
- Can be resized or moved around
Sample of the Instructions

Instructions for creating Sample_Saturn.docx

**Page Setup**
- **Text Source**: Sample_Saturn.txt
- **Orientation**: Landscape
- **Margins**: Left = 1"; Right = 4"; Top and Bottom = .5"
- **Fonts Theme**: Arial-Times New Roman
- **Effects Theme**: Frosted Glass
- **Page Color**: Gray-25%, Background 2

**Styles**
- **Styles used in document**
  - Title
    - NOTE: Do NOT modify the style.
  - Heading 2
    - NOTE: Do NOT modify the style.
  - Normal
  - Justified, 12 pt.
  - Caption

**Image**
- **Image Name**: Sample_Saturn.png
New Tiled Testing Interface

Reference Window

- Displays a picture of the completed exam project
- Can be referenced on-demand
- Can be resized or moved around
New Tiled Testing Interface

Resources Window

- Contains a list of resources like text and images to be used to complete the exam project
- Can be referenced on-demand
- Can be resized or moved around
Helpful Testing Tips
Helpful Testing Tips

- Become familiar with the new exam format before testing
  - Review the exam tutorial
  - Take practice tests
  - Don’t waste valuable testing time trying to understand the format

- Read the instructions carefully and only do what the instructions ask you to do

- Refer to the References Window when an instruction isn’t clear
  - Seeing the finished project may help you understand what the instruction is saying
Helpful Testing Tips

- Complete each instruction using the simplest method you know
  - Don’t waste time overthinking it
  - You are scored on the finished product, not the method of completion unless specifically stated
- Don’t enter bolded or underlined text unless the instructions tell you to
  - Any text you are asked to enter will be listed in the instructions as **bolded and underlined** to draw your attention, but it is not asking you to bold and underline the text
Helpful Testing Tips

- Save your work often
  - If your computer crashes the exam can only be restarted from the most recent save point
  - If you mistakenly opened a new document to check if you are working on the correct one, the document should be named (top of page)

- Use the “Reset” button with caution
  - “Reset” button will reset the entire exam, forcing you to start from scratch (We have added a pop up if “reset” has been clicked)
  - Use the “Undo” feature in the application to reverse mistakes
GMetrix for MOS 2013
In training mode under the core practice tests you can also ask for help.

When you click on the Light Bulb icon, it will drop down step by step instructions.
Similar to 2010, there are 2 or 3 core question pools. These are key to ensure that the student understands the skill sets. Be sure they pass all cores with 85% or better.

In addition, for 2013 there are 2 projects. We recommend using one in training mode and one in testing mode.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Core Question Pools</td>
<td>3 core question pools</td>
<td>2 core question pools</td>
<td>2 expert question pools</td>
</tr>
<tr>
<td>Project Based Tests</td>
<td>2 project based tests</td>
<td>2 project based tests</td>
<td>2 Part A project based tests</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2 Part B project based tests</td>
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<table>
<thead>
<tr>
<th></th>
<th>Excel 2013</th>
<th>Access 2013</th>
<th>Excel Expert 2013</th>
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<td>3 core question pools</td>
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<td>2 expert question pools</td>
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<tr>
<td>Project Based Tests</td>
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<td>2 project based tests</td>
<td>1 Part A project based test</td>
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<tr>
<td></td>
<td></td>
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<td>1 Part B project based test</td>
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</table>

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<thead>
<tr>
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<th>Outlook 2013</th>
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<tbody>
<tr>
<td>Core BETA Question Pools</td>
<td>2 core BETA question pools</td>
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<td></td>
</tr>
</tbody>
</table>
Option: Give a pre-test (Core 3 or Core 2) through GMetrix. It may offer you guidance on the number of days/hours you may need to spend on the skill sets and the number of extra projects, e-learning or lesson plans you may need to integrate into your course.

If you are using MOAC as your main curriculum, it maps very nicely to GMetrix.

Create custom exams in GMetrix so you can quiz your students after completing some of the MOAC chapters.

For those that did not perform well, we suggest homework and/or mentor groups.

Create ribbon activities – homework – it will HELP!

<table>
<thead>
<tr>
<th>Question ID#</th>
<th>Theme Section</th>
<th>Question Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question ID#</td>
<td>After completing Chapter 1 - 4</td>
<td>Question Tasks</td>
</tr>
<tr>
<td>477</td>
<td>Applying Page Layout &amp; Reusable Content</td>
<td>APPLY BULLETS - CHANGE DOCUMENT STYLE</td>
</tr>
<tr>
<td>2073</td>
<td>Formatting Content</td>
<td>APPLY BULLETS TO A DOCUMENT</td>
</tr>
<tr>
<td>471</td>
<td>Formatting Content</td>
<td>APPLY FONT - LEFT INDENT - SEARCH WORD</td>
</tr>
<tr>
<td>2069</td>
<td>Formatting Content</td>
<td>APPLY INDENTATION AND TAB SETTINGs TO PARAGRAPHS</td>
</tr>
<tr>
<td>2070</td>
<td>Formatting Content</td>
<td>APPLY SPACING SETTINGS TO TEXT AND PARAGRAPHS</td>
</tr>
</tbody>
</table>
Review Specific Areas: Mapping Matrix

Use the matrix for guidance on areas of weakness.

<table>
<thead>
<tr>
<th>Objective: Sharing and Maintaining Documents</th>
<th>Skill Sets</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>#1. Apply a template to a document</td>
<td></td>
<td>33%</td>
</tr>
<tr>
<td>2. Apply different views to a document</td>
<td></td>
<td>50%</td>
</tr>
<tr>
<td>3. Apply protection to a document</td>
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<td>60%</td>
</tr>
<tr>
<td>4. Save a Document</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>5. Share documents</td>
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<td>0%</td>
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<tr>
<td>Sub-total:</td>
<td></td>
<td>35%</td>
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<table>
<thead>
<tr>
<th>Skills Being Measured</th>
<th>Technical Tasks</th>
<th>MOAC: Microsoft Word 2010:</th>
<th>E-Learning Course</th>
<th>Lesson Plan Objectives/Projects</th>
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</thead>
<tbody>
<tr>
<td>Formatting Content</td>
<td>Apply different views to a document: Navigate and search through a document</td>
<td>Lesson 2: Basic Editing</td>
<td>Course 10294: Beginner Skills in Microsoft Word 2010</td>
<td>Lesson 2: Editing a Document Lesson 4: Revising the Document Layout</td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Apply font and paragraph attributes</td>
<td>Lesson 3: Character Formatting</td>
<td>Course 10294: Beginner Skills in Microsoft Word 2010</td>
<td>Lesson 4: Revising the Document Layout</td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Apply indentation and tab settings to paragraphs</td>
<td>Lesson 4: Paragraph Formatting</td>
<td>Course 10294: Beginner Skills in Microsoft Word 2010</td>
<td>Lesson 4: Revising the Document Layout</td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Apply spacing settings to text and paragraphs</td>
<td>Lesson 5: Managing Text Flow</td>
<td>Course 10294: Beginner Skills in Microsoft Word 2010 (Page Layout, Page Breaks)</td>
<td>Lesson 4: Revising the Document Layout</td>
</tr>
<tr>
<td>Applying Page Layout and Reusable Content</td>
<td>Apply and manipulate page setup settings</td>
<td>Lesson 6: Character Formatting (Tables)</td>
<td>Course 10281: Intermediate Skills in Microsoft Word 2010</td>
<td>Lesson 9: Organizing Content</td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Create tables</td>
<td>Lesson 7: Working with Themes, Quick Parts, Page Backgrounds and Headers and Footers</td>
<td>Course 10294: Beginner Skills in Microsoft Word 2010 (Themes)</td>
<td>Lesson 4: Revising the Document Layout</td>
</tr>
<tr>
<td>Applying Page Layout and Reusable Content</td>
<td>Construct content in a document by using the Quick Parts tool</td>
<td>Lesson 8: Organizing Content</td>
<td>Lesson 9: Organizing Content</td>
<td>Word Project-Apply Themes Word Project-Apply Page Backgrounds</td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Create and manipulate page backgrounds</td>
<td>Lesson 9: Organizing Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formatting Content</td>
<td>Create and modify headers and footers</td>
<td>Lesson 10: Organizing Content</td>
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</tbody>
</table>