

# MOS 2013 Study Guide

Joan Lambert



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**Geoff Evelyn, John Pierce** 

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Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Excel 2013 ExamFOCUS Study **Notes** ExamREVIEW, 2013-03-24 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 Excel exam covers Create and Manage Worksheets and WorkbooksCreate Cells and RangesCreate TablesApply Formulas and FunctionsCreate Charts and ObjectsThe exam is 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 exam 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 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 Microsoft Office Specialist MOS Certification on Microsoft Office 2013 MS Word, Excel and Outlook 2013 outcome ExamFOCUS Study Notes ExamREVIEW, 2013-04-04 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 ObjectsThe Excel exam covers Create and Manage Worksheets and Workbooks Create Cells and Ranges Create Tables Apply Formulas and Functions Create Charts and ObjectsThe Outlook exam covers Manage the Outlook Environment Manage Messages Manage Schedules Manage Contacts and GroupsThe 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

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