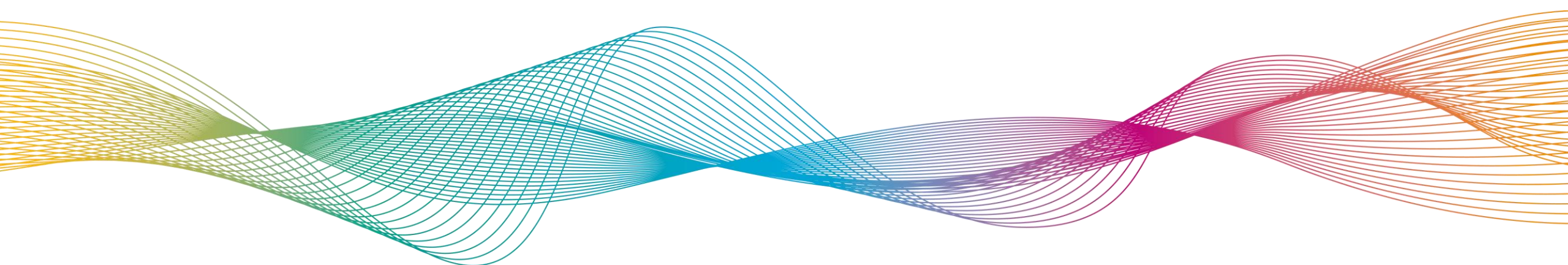


MOS Exam – Exam Techniques

Your guide to preparing to take a Microsoft Office Certification



MOS Exam – Exam Techniques

This resource is designed to allow you to access techniques to help you take your Microsoft Office Specialist Examination.

How To Use

- ✓ Work through [MOS Exam Elements List](#)
- ✓ Select required element
- ✓ Review element

Please request an exam once you have : -

- ✓ Accessed MOS Exam – Module Specific
- ✓ Achieved >90% in MOS Exam
- ✓ Created Certiport Account
- ✓ Reviewed Certiport Candidate Guide

MOS Exam Elements List

- Click on exam element below to view information
- [Policies](#)
- [Certiport](#)
- [Exam Environment](#)
- [Reminders](#)
- [Resources](#)

MOS Exam Preparation – Policies

- Access Certiport Site
 - Exam [policy](#)
 - Exam retake [policy](#)
 - Certiport Exam [FAQs](#)

- ✓ Have you read the Candidate guide?
- ✓ Have you checked your Internet Speed?
- ✓ Have you created a Certiport Account?
- ✓ Have you access the tutorial?

[Return to MOS Exam Elements list](#)

MOS Exam Preparation – Certiport

- Access Certiport Site
 - Register/ Create Certiport [Account](#)
 - Test Candidate [Guide](#)
 - Exam [Tutorial](#)

- ✓ Have you created a Certiport Account?
- ✓ Have you accepted the NDA?
- ✓ Have you access the tutorial?

[Return to MOS Exam Elements list](#)

MOS Exam Preparation – Exam Environment

- Access Certiport Site
 - Access exam [tips](#)
- View [Video](#) explaining Exams From Home Option
- View [Video](#) explaining Microsoft Office Specialist Exam Environment
 - ✓ Which tips will you use?
 - ✓ Have you watched the videos?

[Return to MOS Exam Elements list](#)

MOS Exam Preparation – Reminders

- Remember to breathe
- Read questions , be comfortable you understand before starting
- Use review options for questions you are unsure of
- Do not use right click in exam environment (historically this has caused problems with the exam software)

[Return to MOS Exam Elements list](#)

MOS Exam Preparation – Resources

- Links to websites , exam techniques etc
 - Any that should be added ??

[Return to MOS Exam Elements list](#)