TestOut

TestOut Office Pro - English 8.0.x

MOS Instructor Guide

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General MOS Exam Information

The TestOut Office Pro (English 8.0.x) course prepares students for the following Microsoft Office Specialist exams:

- MOS Word Associate 2019 (Exam MO-100)
- MOS Word Associate 365 (Exam MO-110)
- MOS Excel Associate 2019 (Exam MO-200)
- MOS Excel Associate 365 (Exam MO-210)
- MOS PowerPoint Associate 2019 (Exam MO-300)
- MOS PowerPoint Associate 365 (Exam MO-310)
- MOS Access Expert 2019 (Exam MO-500)
- MOS Outlook Associate 2019 (Exam MO-400)

The MOS exams typically include 5 to 7 short projects totaling 25 to 35 performance-based questions. Each exam must be completed within 50 minutes.

For information on exam tutorials and administering exams, go to certiport.com and locate educator resources.

MOS Exam Tutorials

MOS Domain Practice Labs

In Appendix B and C of the course, there are **Domain Practice Labs** for Microsoft Word, Excel, and PowerPoint. Appendix B covers the MOS 2019 exams, while Appendix C covers the Office 365 exams. These practice labs cover objectives from each of the MOS objective domains for each program, such as *Mange Tables and Table Data* or *Apply Transitions and Animations*.
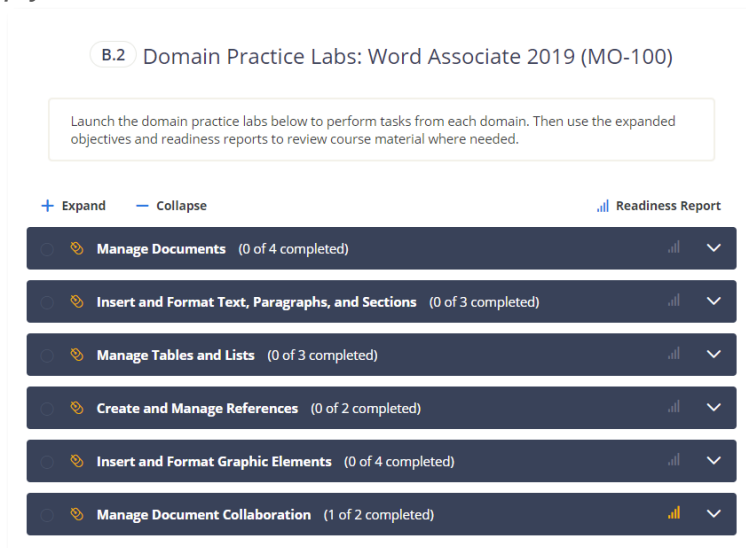
Like skills labs in the course, these Domain Practice Labs provide students with immediate feedback when successfully completing a task, and provide both written hints and video demonstrations for each task.

What makes these practices more effective is the use of ***Readiness Reports***. As students complete the Domain Practice Labs, they will see which objectives they have successfully mastered and which they have not. Next to each objective, they will see live links to course resources to deepen their learning and practice the skills they need. The personalized readiness reports will help students learn more efficiently and be more confident in their ability to pass the exams.

MOS Practice Exams

The Office Pro (English 8.0.x) course includes a set of **practice exams** to help students determine whether they are ready to take MOS certification exams. The practice exams cover Microsoft Word, Excel, and PowerPoint. Exams for Access and Outlook will be released later.

These practice exams also approximate the appearance of the actual MOS exams. Rather than the instructions on the left like most TestOut labs, the instructions are on the bottom, and learners navigate from task to task manually.

Ideally, these practice exams should be taken after students have completed the Office Pro chapters that correspond to the desired exams, and the domain practice labs.

Highly Recommended Videos and Other Learning Resources

While the Office Pro course includes lab simulations for most MOS objectives, some of the objectives are covered only through text and video instruction. For these objectives, we encourage students to study the video demonstrations and to experiment with the relevant features using the live Microsoft Office applications.

These are resources in the course that provide instruction for MOS objectives not directly practiced using the Domain Skills Labs and practice tests:

Microsoft Word

Office Pro Section	Learning Resource	MOS Objective(s)
4.7.5	Screen Clipping (Text Lesson Video)	Insert screenshots and screen clippings
4.7.5	Remove Picture Backgrounds (Text Lesson Video)	Remove picture backgrounds
3.6.5	Lock Track Changes (Text Lesson Video)	Lock and unlock change tracking

Microsoft Excel

Office Pro Section	Learning Resource	MOS Objective(s)
5.5.5	Cell Formatting Facts (Text Lesson)	Apply cell formats from the Format Cells dialog box

Microsoft PowerPoint

Office Pro Section	Learning Resource	MOS Objective(s)
6.6.3	Digital Ink (Video)	Draw by using digital ink
4.7.5	Screen Clipping (Text Lesson Video)	Insert screenshots and screen clippings
3.6.1	Track Changes and Comments (Video)	Add and manage comments
6.8.3	Screen Recording (Text Lesson Video)	Create and insert screen recordings
6.10.3	Advanced Slide Show Options (Video)	Create custom slide shows

Microsoft Access

Office Pro Section	Learning Resource	MOS Objective(s)
7.7.1	Managing Databases (Video)	Export objects to alternative formats
7.7.2	Formatting Tables and Managing Records (Video)	Hide fields in tables; add total rows; find and replace data; add table descriptions
7.7.4	Crosstab Queries (Video)	Create basic crosstab queries
7.7.5	Query Parameters (Video)	Create basic parameter queries
7.7.6	Action Queries (Video)	Create basic action queries
7.7.8	Advanced Form Options (Video)	Sort records by form field; set form control properties; modify tab order on forms; configure print options for records, forms, and reports
7.7.10	Advanced Report Options (Video)	Group and sort fields on reports; insert information in report headers and footers; format a report into multiple columns
7.7.12	Additional Access Facts and Videos (Text Lesson Tables and Videos)	Add validation rules to fields; modify form positioning; import tables from other databases; create linked tables from external sources; filter records; apply built-in input masks

Microsoft Outlook

Office Pro Section	Learning Resource	MOS Objective(s)
8.2.1	Formatting and Sending Messages (Video)	Insert images
8.2.3	Signatures (Video)	Customize reply message settings; change the display of messages; specify default fonts for new messages and responses
8.3.1	Organizing Messages (Video)	Categorize messages
8.3.4	Conversations (Video)	Ignore conversations
8.3.5	Searching in Outlook (Video)	Create search folders; search for messages, calendar items, contacts, and tasks; search by using advanced find

8.3.6	Importing and Exporting (Video)	Save messages in alternate formats
8.4.1	Create and Manage Calendars (Video)	Set calendar work times
8.4.3	Meetings (Video)	Create calendar items from messages
8.4.4	Tasks (Video)	Create and manage tasks
8.4.5	Calendar View Tab (Text Lesson Image and Note)	Set calendar item times and time zones
8.5.3	Using the Navigation Bar (Video)	Change the display of messages, calendar items, contact records, and tasks
8.5.5	@Mentions (Text Lesson Video)	Use @mention to get someone's attention

Practice Exercises for Non-Simulated MOS Objectives

Whenever possible, instructors should provide classroom activities to help students practice using unfamiliar features in the live applications.

See the tables below for practice exercises to help students prepare for the MOS Word, Excel, and PowerPoint exams.

Word Exercises

Word Feature	Practice Exercises
Sample Text Generation	This Word feature is not an MOS objective, but you might find it useful to generate sample document text for formatting practice. Use the following steps to generate random text in a blank Word document. ▪ Type **=rand()** and press **Enter**. ▪ By default, this will generate five paragraphs with three sentences each. ▪ To control the number of paragraphs and sentences, use the same function with two numbers as arguments. For example, entering **=rand(3,6)** will generate three paragraphs, each with six sentences. ▪ You can accomplish the same thing with random Latin text by using the **=lorem()** function. ▪ If this feature is not working for you, make sure you've enabled the **Replace text as you type** option in Word (File -> Options -> Proofing -> AutoCorrect Options -> Replace text as you type).
Screenshots and Screen Clippings	▪ Open at least one other application on your computer, such as File Explorer or Microsoft PowerPoint. ▪ Now return to an open Word document. ▪ On the Insert tab, in the Illustrations group, open the **Screenshot** dropdown. ▪ Select one of the **Available Windows** to insert into your document. ▪ Place your cursor somewhere else in the document. ▪ On the Insert tab, in the Illustrations group, open the **Screenshot** dropdown. ▪ Select **Screen Clipping**. ▪ Use the mouse or touchpad to select a portion of the screen. ▪ Notice that the screen clipping is automatically inserted into your document.

Picture Background Removal	- On the Insert tab, in the Illustrations group, locate the **Online Pictures** option and insert a stock image that contains a non-white solid background. - If needed, use the mouse or touchpad to select the picture. - On the Picture Format tab, in the Adjust group, select **Remove Background**. - On the Background Removal tab, in the Refine group, use the options to refine the background selection. - For example, if any of the picture foreground is highlighted in purple, use the **Mark Areas to Keep** option to select those areas. - In the Close group, select **Keep Changes**.
Locking and Unlocking Track Changes	- On the Review tab, in the Tracking group, open the **Track Changes** dropdown. - Select **Lock Tracking**. - In the Lock Tracking window, enter the same password twice, then select **OK**. - Open the **Track Changes** dropdown again and select **Lock Tracking**. - In the Unlock Tracking window, enter the previously-defined password, then select **OK**.

Excel Exercises

Excel Feature	Practice Exercises
Format Cells Dialog Box	In a new worksheet: - Select cell A1, then type **Bad Worksheet Title** - On the Home tab, in the Font group, use the launch arrow in the bottom-right corner to open the Format Cells dialog box. - On the Font tab of the dialog box (already selected), in the Effects group, select **Strikethrough**. - Select the **Alignment** tab of the dialog box. - In the Text control group, select **Wrap text**. - In the Orientation group, change the text orientation to be **-90 Degrees**. - Select **OK**.

PowerPoint Exercises

To follow these exercises, students will need the sample file:
"mos-guide-practice-powerpoint-testout-office-pro-enus-7_0_x.pptx"
(See "Teaching Aids" in your Instructor account in LabSim to download this file)

PowerPoint Feature	Practice Exercises

Drawing with Digital Ink	On slide 1:
	
	- Go to the Draw tab.
	  - If you don't see the Draw tab, right-click any tab and select **Customize the Ribbon.**
	  - In the list at the right, check the box next to **Draw**, then select **OK**.
	- In the Tools group, select **Draw** to toggle the pen on and off.
	- Use the other buttons and menus on the **Draw** tab to customize your pen.
	- Use the mouse or touchpad to draw a picture on the slide.

Screenshots and Screen Clippings	On slide 2: - On the Insert tab, in the Images group, select the **Screenshot** dropdown. - Choose one of your available windows or select **Screen Clipping**. - If you choose screen clipping, select around the area you want to clip.
Review Comments	On slide 3: - On the Review tab, in the Comments group, select **Show Comments**. - In the Comments pane, hover over the existing comment, then select the X in the top-right corner. - In the Comments pane, select **New** to make a new comment.
Screen Recordings	On slide 4: - On the Insert tab, in the Media group, select **Screen Recording**. - Select **Pin the Dock** at the bottom-right corner of the dock. - Select the area you want to record. To select a new area, select **Select Area.** - Select **Record** to begin your recording. - To stop the recording, select **Stop** or use the keyboard shortcut **Windows + Shift + Q**.

Custom Slide Shows	- On the Slide Show tab, in the Start Slide Show group, select **Custom Slide Show**, then **Custom Shows.** - Select **New**. - Check the slides you want in the list at the left, then select **Add**. - Use the **Up** and **Down** buttons to rearrange the slides. - Select OK. - To view your custom slide show, select **Custom Slide Show** and select your custom show from the dropdown.