

# TEST TAKING TIPS

## For Microsoft Office Specialist certification



- Ready to get certified? Read the following Certiport Test Taking Tips to make sure you are prepared to take your exam.

### THE MICROSOFT OFFICE SPECIALIST EXAM

Each exam has a pre-exam tutorial with instructions. Make sure to read the tutorial information carefully.

Task instructions for each exam question are displayed in a separate window at the bottom of your screen. When you finish the tutorial and begin working, the instruction box will indicate the question you are currently working and the total number of questions (e.g., question 3 of 50).

A typical exam has a time limit of 45 to 60 minutes.

Your score will be based only on the tasks you are asked to complete. Please be aware that doing anything more or less than the assigned task may affect your score.

### GENERAL TIPS

- Each exam question includes detailed instructions; make sure to read and follow this information carefully.
- Your answers must be precise, and must answer the question (task) exactly as specified.
- In most cases, scoring is based on the result of your work rather than the route or time it takes to complete the task. However, in cases where the task instructs you to use a specific feature, the use of that feature is scored.
- Multiple keystrokes or mouse clicks will not count against your score as long as you achieve the correct end result.
- Remember that the overall test is timed. While spending a lot of time on an individual answer will not adversely affect the scoring of that particular question, taking too long may not leave you with enough time to complete the entire test.
- Most questions are comprised of one or more tasks, which are scored individually.
- Make sure you have entirely completed each task before clicking the "Next" button to proceed to the next question. Once you proceed, you will not be able to return to any prior questions.

### TIPS FOR COMPLETING QUESTIONS

- Close dialog boxes, tool bars, menus, etc. Do not close the primary window where the exercise is displayed.
- Make sure you complete each step within a task. For example, when entering data or a formula into a cell in Microsoft Excel, press the appropriate key to make sure the information has been accepted (i.e. the Enter key, an arrow key, etc.). When the information has been accepted or confirmed, the word "Ready" will appear in the bottom left corner of the Excel task bar.
- Make sure the application has completed the task calculations or functions before clicking the "Next" button.