

MOS 2013 Study Guide

Joan Lambert



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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 you know the difference between single mouse click double click right click drag and drop press and hold etc and you know how to select and highlight text and objects 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 outcome In the Office software you can usually achieve the same result using different methods For example once you highlighted some text you can either right click on the selection to access a small menu or choose from the full blown menus the ribbons and toolbars at the top of the interface Throughout the book we may use both methods for accessing functions and features Also keyboard shortcuts are available in the software but for exam prep purpose we will not use any of them unless required by the exams

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