



# Interface Examen

Certification MOS 2013

# Fenêtre de travail

Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste

Clipboard

Calibri Light (16) A<sup>+</sup> A<sup>-</sup> Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A abc A

Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCcDc

Normal No Spac... Heading 1

Editing

Saturn  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Task Links

Instructions Refer

1. Format Text 1. Format Text

2/5

This is the Application window.

← Back Continue →

Word 2013

1 of 1 00:41:32 Word Please save your work. Resize Windows Reset Project File Finish

# Allons voir plus

The image shows a screenshot of the Microsoft Word 2013 interface. At the top, a blue banner reads "Exam Interface". The main window displays a document titled "Sample\_Saturn.docx - Word" with the ribbon set to "HOME". The document content includes a heading "Saturn Planet" and a paragraph of text about Saturn. A green tooltip with the text "Let's learn more about the exam interface." and a "Continue" button is overlaid on the document. At the bottom, an "Instructions" pane shows a task: "1. Format Text" with the instruction "Format the specified text." and a preview of the text "The text 'Saturn is... the solar system...'". The status bar at the bottom indicates "Word 2013", "1 of 1", "00:41:32", and a yellow warning "Please save your work." with buttons for "Resize Windows", "Reset Project File", and "Finish".

## Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste

Clipboard

Font

Calibri Light (F 16

A A Aa abc

B I U abc x<sub>2</sub> x<sup>2</sup>

1/5

Let's learn more about the exam interface.

Continue →

Styles

Normal No Spac... Heading 1

Editing

### Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

#### Instructions

Task Links

1. Format Text

Instructions

Reference Images

1. Format Text

Format the specified text.

The text "Saturn is... the solar system..."

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# Fenêtre des instructions

**Exam Interface**

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Saturn  
Planet  
Saturn is one of four  
sixth planet from the  
60,000 km, Saturn is se  
system. It is the  
dus of slightly over  
Saturn's atmosphere

3/5  
This is the Instructions window.  
← Back Continue →

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links

1. Format Text

1. Format Text

Format the specified text.  
The text "Saturn is... the solar system"

Word 2013  
1 of 1 00:41:32 Please save your work. Resize Windows Reset Project File Finish

# Panneau de contrôle

The image shows a screenshot of the Microsoft Word 2013 interface. The title bar reads "Exam Interface". The ribbon is set to the "HOME" tab, with the "Font" and "Paragraph" groups visible. The document content includes a heading "Saturn Planet" and a paragraph of text. A white "Exam Control Panel" overlay is positioned in the center, displaying "4/5" in a green box, the text "This is the Exam Control Panel.", and two green buttons: "← Back" and "Continue →". The status bar at the bottom shows "Word 2013", "1 of 1", "00:41:32", and a yellow warning "Please save your work." with buttons for "Resize Windows", "Reset Project File", and "Finish".

Exam Interface

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste

Clipboard

Font

Paragraph

Styles

Editing

Saturn  
Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES)

4/5

This is the Exam Control Panel.

← Back Continue →

Word 2013

1 of 1 00:41:32

Please save your work.

Resize Windows Reset Project File Finish

# L a fenêtre de travail est ouverte au début

The screenshot shows the Microsoft Word 2013 interface. The title bar reads "Sample\_Saturn.docx - Word". The ribbon includes FILE, HOME, INSERT, DESIGN, and DEVELOPER. The HOME ribbon is active, showing the Font section with "Calibri Light (16)" selected. A dialog box is overlaid on the document, displaying "2/5" and the text "The Project File is open at the beginning of the exam." with "Back" and "Continue" buttons. The document content shows a heading "Saturn Planet" followed by a paragraph: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere". The status bar at the bottom indicates "PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%". The task pane on the right is titled "Instructions" and shows "Task Links" with "1. Format Text" selected. The bottom status bar includes "Word 2013", "1 of 1", "00:41:32", "Please save your work.", and buttons for "Resize Windows", "Reset Project File", and "Finish".

# Acceptez les paramètres par défaut

The image shows a screenshot of the Microsoft Word 2013 interface. The title bar indicates the document is "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, showing the Font, Paragraph, and Styles groups. The document content includes the heading "Saturn Planet" and a paragraph of text: "Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere".

A task pane titled "Instructions" is open on the right side of the window. It contains a list of task links, with "1. Format Text" selected. The task description reads: "Format the specified text. The text 'Saturn is ... the solar system'".

A dialog box is overlaid on the document content, displaying "4/5" in a green bar at the top. The main text of the dialog says: "Accept all default settings other than the ones specified in the Instructions." Below this text are two buttons: "← Back" and "Continue →".

The status bar at the bottom of the window shows "Word 2013", "1 of 1", "00:41:32", and a yellow warning message: "Please save your work." There are also buttons for "Resize Windows", "Reset Project File", and "Finish".

# Aller d'une question à l'autre

## Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions Window' overlaid. The window title is 'Instructions'. On the left, under 'Task Links', there is a list:

- 1. Format Text (checked)
- 2. Format Paragraph
- 3. Modify Style

The main instruction box shows '1/14' and the text: 'Task Links: To navigate between tasks use the Task Links or the scroll bars.' Below this is a 'Continue →' button. The background document content includes the title 'Saturn Planet' and the text 'Saturn is one of four gas giant planets in the solar system. It is the'.

Word 2013  
1 of 1    00:35:18    Word    **Please save your work.**    Resize Windows    Reset Project File    Finish

# Onglet d'instructions et Image de référence

## Instructions Window

**2/14**

**Tabs:** The Instructions tab and the Reference Images tab are both at the top of this window.

← Back Continue →

**Task Links**

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Task	Instructions
<input checked="" type="checkbox"/> 1. Format Text	Format the specified text. The text "Saturn is ... the solar system." • <b>Bold</b>
<input type="checkbox"/> 2. Format Paragraph	Format the specified paragraph. Paragraph located below the "Moons" heading • After Spacing <b>12 pt</b>

Word 2013

1 of 1 00:35:18 Word **Please save your work.** Resize Windows Reset Project File Finish

# Image de référence

## Instructions Window

**3/14**

**Reference Images:** These indicate what the Project File should look like when all tasks are completed correctly.

← Back Continue →

**Task Links**

1. Format Text ✓
2. Format Paragraph
3. Modify Style

Sample\_Saturn.docx

Saturn Planet

Saturn is one of the four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial diameter of 119,520 kilometers (74,299 miles), it is the second largest planet in the solar system.

Saturn is orbited by at least 62 moons. Saturn's largest moon, Titan, is more than 3,000 miles (4,800 kilometers) in diameter and a little over 100 million miles (160 million kilometers) from Saturn.



Word 2013

1 of 1 00:35:18

Please save your work.

Resize Windows Reset Project File Finish

# Marquer les questions traitées

## Instructions Window

4/14

**Checkboxes:** Clicking the checkbox highlights the corresponding task in the Task Links list.

← Back Continue →

Task	Instructions
<input checked="" type="checkbox"/> 1. Format Text	Format the specified text. The text "Saturn is ... the solar system." • <b>Bold</b>
<input type="checkbox"/> 2. Format Paragraph	Format the specified paragraph. Paragraph located below the "Moons" heading • After Spacing <b>12 pt</b>

Word 2013

1 of 1 00:35:18 Word **Please save your work.** Resize Windows Reset Project File Finish

# Marquer les questions traitées

## Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste Courier New 10.5 A A Aa abc A

B I U abc x x<sup>2</sup> A ab A 宇

Font Paragraph Styles Editing

Saturn  
Planet  
Saturn is one of four gas giant planets in the solar system. It is the

**5/14**

**Task Links**

1. Format Text
2. Format Paragraph
3. Modify Style

**Checkboxes (continued):** We recommend using these to track when a task is complete. The use of checkboxes does not impact your score.

[← Back](#) [Continue →](#)

**2. Format Paragraph**

Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing **12 pt**

Word 2013

1 of 1 00:35:18 Word **Please save your work.** Resize Windows Reset Project File Finish

# Catégories des questions

## Instructions Window

6/14

**Section Header:** The exam is split into sections. Some of these sections are about global aspects of the file and some are about specific parts of the file.

← Back Continue →

Sample\_Saturn.docx — 

1. Format Text Format the specified text.  
The text "Saturn is ... the solar system."  
• Bold

2. Format Format the specified paragraph.

Word 2013  
1 of 1 00:35:18  Word Please save your work. Resize Windows Reset Project File Finish

# Titre de la question

## Instructions Window

7/14

**Task Number and Title:** These identify what Task Number you are working on and the general topic of the task.

← Back Continue →

**Task Links**

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

**1. Format Text** Format the specified text.

The text "Saturn is ... the solar system."

- Bold

**2. Format Paragraph** Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing 12 pt

Word 2013

1 of 1 00:35:18 Please save your work. Resize Windows Reset Project File Finish

# Sujet de la question

## Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Courier New 10.5 A<sup>+</sup> A<sup>-</sup> Aa abc A

Paste B I U abc x<sub>2</sub> x<sup>2</sup> A abc A A

Clipboard Font Paragraph Styles Editing

Saturn  
Planet  
Saturn is one of four gas giant planets in the solar system. It is the

### Instructions

8/14

The **Task Description** tells you what to do.

← Back Continue →

**Task Links**

1. Format Text ✓
2. Format Paragraph
3. Modify Style

**Instructions** Reference Images

1. Format Text

Format the specified paragraph.

The text is currently in the following style:

- Bold

2. Format Paragraph

Format the specified paragraph.

Paragraph located below the "Moons" heading

- After Spacing 12 pt

Word 2013

1 of 1 00:35:18 Word Please save your work. Resize Windows Reset Project File Finish

# Corps de la question

## Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste Clipboard Font Paragraph Styles Editing

Saturn  
Planet  
Saturn is one of four gas giant planets in the solar system. It is the

Instructions

Task Links

1. Format Text ✓
2. Format Paragraph
3. Modify Style

Instructions Reference Images

9/14

The **Task Location** tells you where to do it.

← Back Continue →

1. Format Text ✓

Format the specified paragraph.

2. Format Paragraph

Format the specified paragraph.  
Paragraph located below the "Moons" heading  
• After Spacing 12 pt

Word 2013

1 of 1 00:35:18 Word Please save your work. Resize Windows Reset Project File Finish

# La consigne

## Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions' window open. The window title is 'Instructions' and it has a yellow header. On the left, there is a 'Task Links' pane with three items: '1. Format Text' (checked), '2. Format Paragraph', and '3. Modify Style'. The main area shows the 'Instructions' tab with a list of tasks. The first task is '1. Format Text' (checked), with a '10/14' indicator. A tooltip is displayed over this indicator, stating: 'The **Task Detail** tells you the specification(s) of what is required.' Below the tooltip, there are 'Back' and 'Continue' buttons. The second task is '2. Format Paragraph' (unchecked). The 'Task Detail' for the first task is visible at the bottom of the list: '• After Spacing 12 pt'. The status bar at the bottom of the Word window shows 'Word 2013', '1 of 1', '00:35:18', and a 'Please save your work.' warning. There are also buttons for 'Resize Windows', 'Reset Project File', and 'Finish'.

# Valeur à choisir

## Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions' window open. The window title is 'Instructions' and it has a close button. On the left, there are 'Task Links' for '1. Format Text', '2. Format Paragraph', and '3. Modify Style'. The 'Instructions' tab is active, showing a list of tasks. The first task, '1. Format Text', is checked. A tooltip is displayed over the instructions, stating: '11/14 Bold text indicates the value or element you should select.' Below the tooltip are 'Back' and 'Continue' buttons. In the background, the word 'Saturn' is visible, and the text '12 pt' is highlighted with a green box. The status bar at the bottom shows 'Word 2013', '1 of 1', '00:35:18', and a 'Please save your work.' warning. There are also buttons for 'Resize Windows', 'Reset Project File', and 'Finish'.

# Texte à chercher dans le projet

## Instructions Window

The screenshot shows the Microsoft Word 2013 interface with the 'Instructions Window' open. The window title is 'Instructions' and it shows a progress indicator '12/14'. On the left, there are 'Task Links' for '1. Format Text', '2. Format Paragraph', and '3. Modify Style'. The main area shows instructions for '1. Format Text' and '2. Format Paragraph'. A tooltip is displayed over the word 'Moons' in the instructions, containing the text: 'Quotations' are a reference to specific text in the Project File. The tooltip has 'Back' and 'Continue' buttons. The document text includes 'Saturn Planet' and 'Saturn is one of four gas giant planets in the solar system. It is the'. The status bar at the bottom shows 'Word 2013', '1 of 1', '00:35:18', and 'Please save your work.' with buttons for 'Resize Windows', 'Reset Project File', and 'Finish'.

Word 2013

1 of 1 00:35:18 Please save your work. Resize Windows Reset Project File Finish

# Texte à saisir

## Instructions Window

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste Courier New 10.5 A A Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A abc A

Clipboard Font Paragraph Styles Editing

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the

13/14

Task Links

- 1. Format Text ✓
- 2. Format Paragraph
- 3. Modify Style

Instructions

1. Format Text

**"Underlined text within quotation marks" should be manually typed into the Project File.**

← Back Continue →

2. Format Paragraph

**Format the specified paragraph.**

Paragraph located below the "Moons" heading

- After Spacing 12 pt

Word 2013

1 of 1 00:35:18 Word Please save your work. Resize Windows Reset Project File Finish

# Rétablir les tailles les positions des fenêtres

## Exam Control Panel

The screenshot displays the Microsoft Word 2013 interface. The title bar shows 'Sample\_Saturn.docx - Word'. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The ribbon tabs are Clipboard, Font, Paragraph, Styles, and Editing. The main document area contains the text: 'Saturn Planet Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter'. The status bar at the bottom shows 'PAGE 1 OF 1', '344 WORDS', 'ENGLISH (UNITED STATES)', and '99%'. The task pane on the right has 'Instructions' selected, showing '1. Format Text' with a checkbox. A green callout box with a '1/6' indicator contains the text: 'Resize Windows: This returns the Application window and the Instructions window to the original size and position.' Below the callout are three buttons: 'Resize Windows' (highlighted with a green box), 'Reset Project File', and 'Finish'. The bottom status bar shows 'Word 2013', '1 of 1', '00:41:32', a help icon, 'Word', and a yellow warning 'Please save your work.'.

# Reseter les réponses

**Exam Control Panel**

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

Task Links Instructions Reference Images

1. Format Text  1. Format Text

Word 2013 1 of 1 00:41:32 Please

**Reset Project File** Finish

**2/6**

**Reset Project File:** Clicking the reset button will remove all changes you have made in the project file but will *not* reset the time.

← Back Continue →

# FIN: A ne cliquer qu'à la fin

## Exam Control Panel

The screenshot displays the Microsoft Word 2013 interface with a document titled "Sample\_Saturn.docx - Word". The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The HOME tab is active, showing Font, Paragraph, and Styles groups. The document content includes the heading "Saturn Planet" and a paragraph of text about Saturn. A task list on the left shows "1. Format Text". A "Word 2013" status bar at the bottom indicates "1 of 1" pages, a timer of "00:41:32", and a yellow warning "Please save your work".

**3/6**

**Finish:** This finishes the exam. Only click this when you are ready to exit the exam and for your Project File to be scored.

← Back Continue →

Finish

# Aide

## Exam Control Panel

The screenshot displays the Microsoft Word interface with a document titled "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, showing the Font, Paragraph, and Styles groups. The document content includes the heading "Saturn Planet" and a paragraph of text about Saturn. A help box is overlaid on the bottom left, containing the text "4/6" and "Help: This button will display information learned in this tutorial." with "Back" and "Continue" buttons. At the bottom of the screen, a status bar shows "1 of 1", "00:41:32", and a question mark icon. A yellow banner at the bottom center reads "Please save your work." and buttons for "Resize Windows", "Reset Project File", and "Finish" are visible on the right.

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Clipboard Font Paragraph Styles Editing

Saturn Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

4/6

**Help:** This button will display information learned in this tutorial.

← Back Continue →

1 of 1 00:41:32 Word

**Please save your work.**

Resize Windows Reset Project File Finish

# Faites attention au chrono!!

## Exam Control Panel

The screenshot shows a Microsoft Word 2013 window with the ribbon set to 'HOME'. The document content includes the heading 'Saturn Planet' and a paragraph: 'Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere'.

Overlaid on the bottom of the Word window is an 'Exam Control Panel'. It features a 'Task Links' section with a list item '1. Format Text'. A 'Clock/Timer' displays '00:41:32'. A green tooltip box provides instructions: 'Clock/Timer: This displays the time remaining in the exam. The exam time limit is 50 minutes.' The panel also includes navigation buttons: '← Back', 'Continue →', 'Resize Windows', 'Reset Project File', and 'Finish'.

# Les fenêtres sont redimensionnables

## Resizing the Windows

1/5

The Application window and Instruction window can be resized to help you see more of their contents. Let's look at how this is done in the exam.

Continue →

**FILE** HOME INSERT DESIGN PA... DEVELOPER

Paste Clipboard Font

Courier New 10.5 A<sup>+</sup> A<sup>-</sup> Aa

**B** *I* U abc x<sub>2</sub> x<sup>2</sup> A a

Styles Editing

Normal No Spac... Heading 1

Styles

**Saturn.**  
**Planet**

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

H<sub>2</sub>: 96.3%  
He: 3.3%  
CH<sub>4</sub>: 0.4%

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions

1. Format Text ✓  
2. Format Paragraph

Instructions Reference Images

Sample\_Saturn.docx

Word 2013

1 of 1 00:29:39 Word

Resize Windows Reset Project File Finish

# Les fenêtres sont redimensionnables

## Resizing the Windows

The image shows a Microsoft Word window titled "Sample\_Saturn.docx - Word". The ribbon is set to the "HOME" tab, with the "Font", "Paragraph", and "Styles" groups visible. The document content includes the heading "Saturn. Planet" and a list of atmospheric components: "H2: 96.3%", "He: 3.3%", and "CH4: 0.4%". A green tooltip box is overlaid on the document, displaying "2/5" and the text "You can customize the size of the interface windows by dragging their edges. Watch!". Below the tooltip are "Back" and "Continue" buttons. At the bottom of the screen, a separate window titled "Instructions" is open, showing a list of tasks: "1. Format Text", "2. Format Paragraph", and "3. Modify Style". The "1. Format Text" task is selected, and its description "Format the specified text." is visible.

# Rétablir les dimensions d'origine

## Resizing the Windows

The screenshot displays the Microsoft Word 2013 interface. The title bar reads "Sample\_Saturn.docx - Word". The ribbon includes tabs for FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, MAILINGS, REVIEW, VIEW, and DEVELOPER. The HOME tab is active, showing the Clipboard, Font, Paragraph, and Styles groups. The document content includes the heading "Saturn. Planet" followed by a paragraph of text and a list of chemical compositions: H2: 96.3%, He: 3.3%, and CH4: 0.4%. The bottom status bar shows "Word 2013", "1 of 1", "00:29:39", and a task pane with "1. Format Text" and "2. Format Paragraph". A "Resize Windows" button is highlighted in the bottom right corner of the task pane.

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste

Courier New 10.5 A A Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A abc A

Clipboard Font Paragraph Styles

Editing

AaBbCcDc AaBbCcDc AaBbCc

Normal No Spac... Heading 1

Saturn.

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

H2: 96.3%

He: 3.3%

CH4: 0.4%

PAGE 1 OF 1 344 WORDS ENGLISH (UNITED STATES) 99%

Instructions 4/5

1. Format Text ✓

2. Format Paragraph

Instructions Reference Images

Sample

Word 2013

1 of 1 00:29:39

Word

Resize Windows Reset Project File Finish

If you close the Instruction window, hitting the "Resize Windows" button will bring it back.

← Back Continue →

# N'oubliez pas d'enregistrer après chaque réponse

## Complete and Save a Task

The screenshot shows the Microsoft Word 2013 interface. A dialog box with a green header '1/13' is centered on the screen, containing the text 'Now let's practice completing a task using the instructions below.' and a green 'Continue' button with a right-pointing arrow. Below the dialog box, the document content is visible, featuring the word 'Saturn.' in blue, followed by 'Planet' and a paragraph of text about Saturn. At the bottom of the screen, an 'Instructions' panel is open, showing a list of tasks on the left and a detailed view of the first task on the right. The task list includes '1. Format Text', '2. Format Paragraph', and '3. Modify Style'. The first task is selected, showing a checkbox, the task name, and a description: 'Format the specified text.' Below this, a preview shows the text 'The text "Saturn is ... the solar system."' with the word 'Saturn' in bold. The status bar at the bottom of the window displays 'Word 2013', '1 of 1', '00:16:48', and a yellow warning icon with the text 'Please save your work.' To the right of the status bar are three buttons: 'Resize Windows', 'Reset Project File', and 'Finish'.

1/13

Now let's practice completing a task using the instructions below.

Continue →

Saturn.

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

Instructions

Task Links

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

Instructions

Reference Images

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• **Bold**

2. Format

Format the specified paragraph.

Word 2013

1 of 1 00:16:48

Please save your work.

Resize Windows Reset Project File Finish

# N'oubliez pas d'enregistrer après chaque réponse

## Complete and Save a Task

Sample\_Saturn.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER

Paste Clipboard

Courier New 10.5 A A Aa abc A

B I U abc x<sub>2</sub> x<sup>2</sup> A abc A

Font Paragraph Styles

AaBbCcDc AaBbCcDc AaBbCcDc

Normal No Spac... Heading 1 Editing

Saturn.

Planet

Saturn is one of four gas giant planets in the solar system. It is the

un, and, with an equatorial radius of slightly over

cond only to Jupiter in size. Saturn's atmosphere

um, methane, and other compounds surrounding a

2/13

This is the task number.

← Back Continue →

Instructions

Task Links

1. Format Text  **1. Format Text** Format the specified text.

2. Format Paragraph

3. Modify Style

The text "Saturn is ... the solar system."

• Bold

2. Format  Format the specified paragraph

Word 2013

1 of 1 00:16:48 Word

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# N'oubliez pas d'enregistrer après chaque réponse

## Complete and Save a Task

Sample\_Saturn.docx - Word

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Paste Clipboard Font Paragraph Styles Editing

5/13

We have selected the specified text for you.

← Back Continue →

1. Format Text Format the specified text.  
The text "Saturn is ... the solar system."  
• Bold

2. Format Format the specified paragraph

Word 2013

1 of 1 00:16:26 Word Please save your work. Resize Windows Reset Project File Finish

# N'oubliez pas d'enregistrer après chaque réponse

## Complete and Save a Task

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Try it now! Click the **Bold** button in Word's ribbon to apply the bold format to the text.

← Back

Planet

Saturn is one of four gas giant planets in the solar system. It is the sixth planet from the sun, and, with an equatorial radius of slightly over 60,000 km, Saturn is second only to Jupiter in size. Saturn's atmosphere contains hydrogen, helium, methane, and other compounds surrounding a small solid core.

PAGE 1 OF 1 12 OF 344 WORDS ENGLISH (UNITED STATES) 99%

### Task Links

- 1. Format Text
- 2. Format Paragraph
- 3. Modify Style

### Instructions

1. Format Text

Format the specified text.

The text "Saturn is ... the solar system."

• Bold

2. Format

Format the specified paragraph

Word 2013

1 of 1 00:16:26

Please save your work.

Resize Windows Reset Project File Finish

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**Complete and Save a Task**

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Info

Sample Saturn

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1. Format Text

2. Format Paragraph

1. Format Text

Format the specified text.

The text "Saturn is... the color system."

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1 of 1 00:42:01

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