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Microsoft Press MO-400

MOS Study Guide for Microsoft Outlook Exam MO-400: Instruction Manual

Model: MO-400

1. INTRODUCTION

This instruction manual provides essential information for effectively utilizing the MOS Study Guide for Microsoft Outlook Exam MO-400. This guide is designed to help users practice and prepare for the Microsoft Office Specialist: Outlook Associate (Exam MO-400) certification by offering in-depth preparation for each MOS objective, detailed procedures, hands-on tasks, and ready-made practice files.



MOS Study Guide

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EXAM MO-400

Microsoft
Outlook

Image 1.1: Front cover of the MOS Study Guide for Microsoft Outlook Exam MO-400, featuring the title, author Joan Lambert, and the Microsoft logo.

2. GETTING STARTED

To begin using your MOS Study Guide, follow these steps:

1. **Unpack the Study Guide:** Ensure all pages are present and in good condition.
2. **Access Practice Files:** The study guide includes references to ready-made practice files. These files are crucial for hands-on tasks and can be downloaded from the official Microsoft Press Store website. Visit

MicrosoftPressStore.com/MOSOutlook400/downloads to obtain them.

3. **Review Objectives:** Familiarize yourself with the exam objectives outlined in the guide, which include managing Outlook settings, messages, schedules, contacts, and tasks.

3. USING THE STUDY GUIDE

The study guide is structured to facilitate effective learning and exam preparation:

- **In-depth Preparation:** Each chapter focuses on specific MOS objectives. Read through the explanations thoroughly.
- **Detailed Procedures:** Follow the step-by-step procedures to build the skills measured by the exam. It is recommended to perform these procedures on a computer with Microsoft Outlook installed.
- **Hands-on Tasks:** Complete all hands-on tasks using the provided practice files. This practical application reinforces theoretical knowledge.
- **Self-Assessment:** Utilize any review questions or practice tests included in the guide to assess your understanding and identify areas requiring further study.

4. CARE AND HANDLING

To ensure the longevity and usability of your study guide:

- **Storage:** Store the book in a dry place, away from direct sunlight and extreme temperatures.
- **Handling:** Handle with clean hands to prevent smudges and stains. Avoid folding pages or bending the spine excessively.
- **Marking:** Use pencils for notes that may need to be erased. If using highlighters, test on a non-critical page first to ensure it does not bleed through.

5. TROUBLESHOOTING STUDY GUIDE USE

If you encounter issues while using the study guide, consider the following:

- **Difficulty Understanding Concepts:**
Solution: Reread the section, refer to external Microsoft Outlook documentation, or seek clarification from online forums or study groups. Ensure you have a foundational understanding of Outlook before tackling advanced topics.
- **Practice Files Not Working:**
Solution: Verify that you have downloaded the correct files from the official website. Ensure your Microsoft Outlook version is compatible with the guide's content (Microsoft 365 Apps and Office 2019 are specified). Check for any software updates for Outlook.
- **Exam Objectives Unclear:**
Solution: Visit the official Microsoft Learn website (microsoft.com/learn) for the most up-to-date and detailed information regarding the MOS: Associate certification and Exam MO-400 objectives.

6. SPECIFICATIONS

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7. WARRANTY AND SUPPORT

This study guide is published by Microsoft Press. For information regarding errata, updates, or general inquiries about the content, please refer to the publisher's official website or contact their support channels as indicated within the book or on their website.

For details on the MOS: Associate Certification itself, including exam registration and policies, please visit the official Microsoft Learn website: microsoft.com/learn.