

Microsoft Office Specialist Study Guide

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the MOS certification exams. These books divide exam coverage into chapters representing groups of core, related skill sets that correspond to MOS exam objectives.

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The Microsoft Office Specialist is a brilliant study guide for the MOS Exam. This is a HUGE book to work through but don't be daunted by this as it is well written giving clear Concise instructions in every aspect of Word, Excel, Access, PowerPoint and outlook.

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A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office 2010 programs and Microsoft Office

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The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2016 suite of programs. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-728, Excel 2016 Expert:

for Microsoft Excel Expert - Secretary of State of Washington

The Microsoft Office Specialist Study Guides provide concise descriptions of the tasks that certification candidates must demonstrate to pass the Microsoft Office Specialist exams, step-by-step procedures for performing those tasks, practice tasks based on

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the MOS exam approach, sample files for practicing the tasks, and solution files so you can check your work.

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ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

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Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Includes downloadable practice files

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This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Word 2016 and earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Practice files and sample solutions Sharpen the skills measured by these

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objectives: • Create and manage documents • Format text, paragraphs, and sections • Create tables and lists • Create and manage references • Insert and format graphic elements About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

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It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at:
microsoft.com/learn Practice Files Available at:
MicrosoftPressStore.com/MOSWordExpert101/downloads

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program.

Advance your proficiency with Word. And earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist: Word Associate (Word and Word 2019) certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Ready-made practice files Sharpen the skills measured by these objectives:

- Manage Documents
- Insert and Format Text, Paragraphs, and Sections
- Manage Tables and Lists
- Create and Manage References
- Insert and Format Graphic Elements

EXAM MO-100 About the MOS: Associate Certification A Microsoft Office Specialist (MOS): Associate certification validates

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your hands-on competency in the correct application of the principal features of an Office product. It demonstrates that you can apply these features to complete associate-level tasks independently and are ready to enter the job market. See full details at:

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