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Joan is the author or coauthor of more than four dozen books about Windows and Office (for Windows, Mac, and iPad), five generations of Microsoft Office Specialist certification study guides, video-based training courses for SharePoint and OneNote, QuickStudy guides for Windows and Office, and the GO! series book for Outlook 2016.

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On June 2, 2010, Microsoft resumed using the original certification name for Microsoft Office designations, Microsoft Office Specialist (MOS). To learn more about MOS certification, view the GoCertify MOS page. Individuals with a current MCAS at the time the name change was made are automatically considered MOS 2007 certified. Initial Requirements:

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And while those are useful tools, there's much more to preparing for success than a study guide and practice test! Overall, teachers rely on four key steps to prepare students for the Microsoft Excel 2016 certification exam. The first step is to review the details of your exam. 1. Get to Know the Microsoft Excel 2016 Exam Details

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