

## Microsoft Office Specialist Study Guide | c8768ed659d307fc0c522ca31c8a305b

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This comprehensive study guide covers all the Microsoft Certified Application Specialist exams for Microsoft Office, including Word 2007, Excel 2007, Outlook 2007, PowerPoint 2007, and Access 2007. For each exam, you'll build the skills and knowledge measured by its objectives through a series of step-by-step exercises, practice questions, and real-world scenarios.

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A Microsoft Office Specialist needs to work with Microsoft computer programs, including Excel, PowerPoint, and Word. Excel is a spreadsheet software program that allows users to store data and ...

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Microsoft Office Specialist (MOS) 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills, and abilities using the MOS 2016 programs: MOS 2016 exam task instructions generally

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do not include the command name, as in previous versions.

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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:

[Microsoft Office Specialist: Word Associate \(Word and Word ...](#)

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For Office 2016 and 2013, Microsoft has a Master level as well. You can also get certified as a Microsoft Office Specialist, or MOS, in a single application, such as Word, Excel, PowerPoint ...

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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. See full details at:

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Guide for Microsoft Excel Expert by Paul McFedries (Microsoft Press, 2017). Who this book is for MOS 2016 Study Guide for Microsoft Excel is designed for experienced computer users seeking Microsoft Office Specialist certification in Excel 2016. MOS exams for individual programs are practical rather than theoretical.

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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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The Microsoft 365 Apps and Office 2019 exams include multiple, smaller projects to assess student skills within Microsoft Office. Students are tested on one project at a time, once that project is complete they will move onto the next within the Microsoft Office Specialist program.

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MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide Word Associate Exam MO-100 by Eric Butow 9781119718260 (Paperback, 2021). Learn the realities of being a Microsoft Office Specialist and efficiently prepare for the Word Associate MO-100 Exam with a single, comprehensive study guide MCA Microsoft Office Specialist Study Guide: Word Associate Exam MO-100 comprehensively ...

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