

Microsoft Word Study Guide

Rethink how your organization creates, delivers, and captures value—or risk becoming irrelevant. If you read nothing else on business model innovation, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you reach new customers and stay ahead of your competitors by reinventing your business model. This book will inspire you to: Assess whether your core business model is going strong or running out of gas Fend off free and discount entrants to your market Reinvigorate growth by adding a second business model Adopt the practices of lean startups Develop a platform around your key products Make business model innovation an ongoing discipline within your organization This collection of articles includes "Why Business Models Matter," by Joan Magretta; "Reinventing Your Business Model," by Mark W. Johnson, Clayton M. Christensen, and Henning Kagermann; "When Your Business Model Is in Trouble," an interview with Rita Gunther McGrath by Sarah Cliffe; "Four Paths to Business Model Innovation," by Karan Girotra and Serguei Netessine; "The Transformative Business Model," by Stelios Kavaliadis, Kostas Ladakis, and Christoph Loch; "Competing Against Free," by David J. Bryer, Jeffrey H. Dyer, and Nile W. Hatch; "Why the Lean Start-Up Changes Everything," by Steve Blank; "Finding the Platform in Your Product," by Andrej Hagiu and Elizabeth J. Altman; "Pipelines, Platforms, and the New Rules of Strategy," by Marshall W. Van Alstyne, Geoffrey G. Parker, and Sanghee Paul Choudhry; "When One Business Model Isn't Enough," by Ramon Casadesu-Masanell and Jorge Tartzjan; and "Reaching the Rich World's Poorest Consumers," by Muhammad Yunus, Frederic Dubacq, David Menassa, and Benedicte Faivre-Tavignot. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment. 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 Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 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 objectives: Create and manage worksheets and workbooks Manage data cells and 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.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office 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 Hands-on practice tasks to apply what you've learned Includes downloadable practice files

The MOS 2019 Study Guide for Microsoft Outlook covers Microsoft Outlook 2019, specifically the skills required to pass the Outlook 2019 Microsoft Office Specialist exam. Demonstrate your expertise with Microsoft Outlook. Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Outlook 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 Practice files and sample solutions 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.

Word Exam MO-100, Excel Exam MO-200, and PowerPoint Exam MO-300

Microsoft Word with NVDA

MOS Study Guide for Microsoft Access Exam MO-500

Microsoft Outlook 365 2019

MOS 2013 Study Guide for Microsoft Outlook

Learn the realities of being a Microsoft Office Specialist and efficiently prepare for the Word Associate Exam MO-100 Exam with a single, comprehensive study guide MCA Microsoft Office Specialist Study Guide: Word Associate Exam MO-100 comprehensively prepares you for the MO-100 Exam. Accomplished and experienced author Eric Butow provides readers with a one-stop resource for learning the job responsibilities of a Microsoft Office Specialist and succeeding on the MO-100 Exam. The study guide is written in a straightforward and practical style which, when combined with the companion online Sybex resources, allows you to learn efficiently and effectively. The online resources include hundreds of practice questions, flashcards, and a glossary of key terms. In addition to preparing you for the realities of the Microsoft Office Specialist job role, this study guide covers all the subjects necessary to do well on the certifying exam, including: Managing documents Inserting and formatting text, paragraphs, and sections Managing tables and lists Creating and managing references Inserting and formatting graphics Managing document collaboration Perfect for anyone seeking to begin a new career as a Microsoft Office Specialist, or simply wondering what the job entails, the Study Guide also belongs on the bookshelf of currently practicing professionals who want to brush up on the fundamentals of their role.

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

Advance your everyday proficiency with Word 2019, 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 2019 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 Ready-made practice files Solution files for the practice tasks Sharpen the skills measured by these objectives: Create and manage documents Insert and format text, paragraphs, and sections Manage tables and lists Create and manage references Insert and format graphic elements Manage document collaboration 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.

Advance your expert-level proficiency with Excel. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Microsoft Excel Expert (Excel and Excel 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 Workbook Options and Settings Manage and Format Data Create Advanced Formulas and Macros Manage Advanced Charts and Tables About the MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and competency with an Office product at an expert level. 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 Practce Files Available at: MicrosoftPressStore.com/

MOSExcelExpert201/downloads

MOS Stud Guid Micr Exce Expert

MOS 2016 Study Guide for Microsoft Excel

MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide

A Quickstudy Laminated Software Reference Guide

Microsoft Office 2019 Step by Step

Quick and easy answers to the essentials of Outlook, handy enough to keep you working without Internet searches or long videos. Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that include the Microsoft Office suite. Also a LinkedIn Learning video author (formerly Lynda.com) and a Microsoft author, the ability to choose what is covered in this reference comes from a vast experience of training material creation. This expertise is streamlined through clear and succinct answers provided to help accomplish tasks. Also includes labeled screen grabs and icons in a color-coded design. Durable, and portable, this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast. Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee's workspace to improve productivity and reduce support calls. 6 page laminated guide includes: Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to & Processing Messages Creating Contact Records Displaying Contact Images Editing Business Cards Accessing Organizational Contact Information Personalizing Outlook Getting Help

Get the full-color, visual guide that makes learning Microsoft Word 2013 plain and simple! Follow the book 's easy steps and screenshots and clear, concise language to learn the simplest ways to create and share documents. Here 's WHAT you 'll learn: Create, edit, format, and share text Add graphics, data, table, and charts Improve page layout to best present your ideas Use and make templates for increased productivity Collaborate and present documents online Access your documents from almost any browser Here 's HOW you 'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

Teaches how to use the newest incarnation of the word processing program, including creating documents, managing page layout, organizing tables, adding pictures, and styling templates.

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.

MOS 2016 Study Guide for Microsoft Excel Expert

Microsoft® Word 2010 Step by Step

MOS 2013 Study Guide for Microsoft Excel Expert

MOS Study Guide for Microsoft Office 365

MOS Study Guide for Microsoft Word Expert Exam MO-101

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 a nd 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 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.

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Experience learning made easy-and quickly teach yourself how to create impressive documents with Word 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include using styles and themes; sharing, printing, and publishing documents; editing images from within Word; using SmartArt diagrams and charts; creating references, footnotes, indexes, and tables of contents; collaborating with multiple people at the same time on the same document; and turning your ideas into blogs, Web pages, and more.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

Microsoft® Word 2010 Step by Step

MOS 2013 Study Guide for Microsoft Excel Expert

MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide

The Missing Manual

HBR's 10 Must Reads on Business Model Innovation (with featured article "Reinventing Your Business Model" by Mark W. Johnson, Clayton M. Christensen, and Henning Kagermann)

Demonstrate your expertise with Microsoft OneNote 2010 by earning a MOS certification. This official Study Guide is designed to help you practice and prepare for MOS Exam 77-853: OneNote 2010, and features: Full objective-by-objective coverage Procedures and hands-on practice tasks Ready-made, downloadable practice files Exam-discount offer from Certipoint Use the in-depth exam prep, practice, and review to help advance your proficiency with OneNote 2010—and earn the credential that proves it! MCA Microsoft Office Specialist Study Guide: Excel Associate Exam MO-200 is your roadmap to preparing for taking the MO-200 exam and earning the Excel Associate (Excel and Excel 2019) certification. The following objectives are covered: Manage worksheets and workbooks Manage data cells and ranges Manage tables and table data Perform operations by using formulas and functions Manage charts Major topics include the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. This Study Guide also covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data entry logs. Readers will also have access to Sybex's superior online test bank, including hundreds of practice questions, flashcards, and a glossary of important terms.

"Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2013 Expert certification"—P. [4] of cover.

Looks at the principles and clean code, includes case studies showcasing the practices of writing clean code, and contains a list of heuristics and "smells" accumulated from the process of writing clean code.

MOS Study Guide Micro Power

MOS 2016 Study Guide for Microsoft Word Expert

Microsoft Manual of Style

A Handbook of Agile Software Craftsmanship

MOS 2013 Study Guide for Microsoft Word Expert

Maximize the impact and precision of your message! Now in its fourth edition, the Microsoft Manual of Style provides essential guidance to content creators, journalists, technical writers, editors, and everyone else who writes about computer technology. Direct from the Editorial Style Board at Microsoft—you get a comprehensive glossary of both general technology terms and those specific to Microsoft; clear, concise usage and style guidelines with helpful examples and alternatives; guidance on grammar, tone, and a worldwide audience. Fully updated and optimized for ease of use, the Microsoft Manual of Style is designed to help you communicate clearly, consistently, and accurately about technical topics—across a range of audiences and media.

This study guide helps readers prepare for the Microsoft Office Specialist Access 2016 certification.

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: 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 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: microsoft.com/learn Practice Files Available at: MicrosoftPressStore.com/MOSWordExpert101/downloads
Master one of the most essential skill sets for the contemporary office As Microsoft Office becomes ever more ubiquitous in modern offices across the world, competence and familiarity with its intricacies is more important than ever. Now you can set yourself apart from the pack and prove your skills with the Microsoft Office Specialist certification. The MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide : Word Associate Exam MO-100, Excel Associate Exam MO-200, and PowerPoint instruction for each of the three required proficiencies: Word, Excel, and PowerPoint. You'll enjoy access to chapter review questions and Exam Essentials, a feature that identifies critical subject areas. Discover practical, hands-on exercises that prepare you for real-world roles and jobs, and gain valuable experience as you reinforce key Microsoft Office skills that you'll be expected to demonstrate in job interviews and your day-to-day professional life. Learn to manage and create text documents in Word, perform advanced calculations in Excel, and create presentations in PowerPoint. This practical book also provides: Fully updated information for the latest Microsoft Office Specialist certification exams covering Microsoft Office 365 Access to new career opportunities with a professional certification that's relevant to virtually any office environment Access to the Sybex online study tools, with chapter review questions, full-length practice exams, hundreds of electronic flashcards, and a glossary of key terms The MCA Microsoft Office Specialist (Office 365 and Office 2019) Complete Study Guide : Word Associate Exam MO-100, Excel Associate Exam MO-200, and PowerPoint instruction. It's perfect for anyone who hopes to prove their skills with the Microsoft Office Specialist certification or to improve their mastery of Microsoft Office 365.

Word For Dummies

MOS 2013 Study Guide for Microsoft Word

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook

MOS Study Guide for Microsoft Word Exam MO-100

MOS Study Guide for Microsoft Outlook Exam MO-400

Advance your expert skills in Word 2019. 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 2019 Expert certification, this official Study Guide delivers: In-depth exam prep for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to apply what you've learned Practice and review questions Ready-made practice files Solution files for the practice tasks Sharpen the skills measured by these MOS objectives: Manage document operations and settings Design advanced documents Create advanced references Create custom word elements Use advanced editing and formatting features 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.

Advance your everyday proficiency with Excel! And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 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 Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by Using Formulas and Functions Manage Charts 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.

Whether you've used older versions of this popular program or have never processed a single word, this hands-on guide gets you going with the latest version of Microsoft Word. In no time, you'll begin editing, formatting, proofing, and dressing up your Word documents like a pro. In this leading book about the world's number one word processing application, Dan Gookin talks about using Microsoft Word in friendly, easy-to-follow terms. Focusing on the needs of the beginning Word user, it provides everything you need to know about Word!without any painful jargon. Inside: Discover useful keyboard shortcuts, Create and edit text with ease Apply fancy formatting Build your own templates Mix in graphics and tables Juggle multiple documents Review edits and add comments Master the art of mail merge

Advance your everyday proficiency with Access 2019. And earn the credential that proves it! Demonstrate your expertise with Microsoft Access! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 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 Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage databases Build tables Create queries Create forms Create reports 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.

Microsoft Office Specialist 2010 for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams

Microsoft Office Word 2007 Step by Step

MOS 2016 Study Guide for Microsoft Access

Microsoft Word 2013

MOS Study Guide for Microsoft Excel Exam MO-200

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Outlook Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Advance your expert-level proficiency with Word. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist: Word Expert (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 Document Options and Settings Use Advanced Editing and Formatting Features Create Custom Document Elements Use Advanced Word Features About MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experence and competency with an Office product at an expert level. 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

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

This is learning made easy. Get more done quickly with Office 2019. Jump in wherever you need answers - brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format Word documents for maximum visual impact Build powerful, reliable Excel workbooks for analysis and reporting Prepare highly effective PowerPoint presentations Use Outlook to organize your email, calendar, and contacts Includes downloadable practice files

MOS 2016 Study Guide for Microsoft Word

Word 2007

Clean Code

MOS 2010 Study Guide for Microsoft OneNote Exam

Microsoft Word 2013 Plain & Simple

Advance your everyday proficiency with PowerPoint 2019, and earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 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 Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations and slides Insert and format text, shapes, and images Create and manage references Insert and format graphic elements Manage multiple presentations 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.

MOS 2016 Study Guide for Microsoft WordMicrosoft Press

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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 PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 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 objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations 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.

MOS 2016 Study Guide for Microsoft PowerPoint

MOS 2013 Stud Gui Mic Wo_p1

Word Associate Exam MO-100

Step by Step

Excel Associate Exam MO-200

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Demonstrate your expertise with Microsoft Office 365 by earning a MOS certification. This Study Guide is designed to help you prepare for MOS Exam 77-891: Microsoft Office 365, and features: Full objective-by-objective review Easy-to-follow procedures and hands-on tasks Exam-discount offer from Certipoint Use the in-depth exam prep, practice, and review to help advance your proficiency with Office 365—and earn the credential that proves it.

MOS 2013 Study Guide for Microsoft Excel

MOS Study Guide for Microsoft Excel Expert Exam MO-201