

## **MOS 2013 Study Guide For Microsoft Word Expert (Mos Study Guide)**

Designed to help you practice and prepare for the 2013 PowerPoint 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. --

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 Certiport Use the in-depth exam prep, practice, and review to help advance your proficiency with Office 365—and earn the credential that proves it. This new edition incorporates revised guidance from H.M Treasury which is designed to promote efficient policy development and resource allocation across government through the use of a thorough, long-term and analytically robust approach to the appraisal and evaluation of public service projects before significant funds are committed. It is the first edition to have been aided by a consultation process in order to ensure the guidance is

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**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 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](http://microsoft.com/learn) Practice Files Available at: [MicrosoftPressStore.com/MOSWordExpert101/downloads](http://MicrosoftPressStore.com/MOSWordExpert101/downloads)**

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- 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.

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Kingdom may feel daunting but this guide is packed with practical advice, information and activities to make the process easier, perhaps even enjoyable. About the author and editor: Celine Castelino is an educational consultant specialising in ESOL. She has worked on many national initiatives, including the core curricula, the ESOL Strategy for Wales, provision for refugees/asylum seekers and ESOL for citizenship. The only former member of the Advisory Board for Naturalisation and Integration (ABNI) to write a Life in the UK Test study guide, she chaired its sub-group in Wales and sat on editorial boards for the Life in the UK handbook (2007) and the Life in the UK test questions. Chris Taylor leads for NIACE on English for Speakers of Other Languages and led the team who developed the Home Office's Citizenship Materials for ESOL Learners. She is a past member of the editorial board for the Life in the UK Test questions.

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- 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
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