



Microsoft Office Specialist

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Microsoft Office Specialist Exam Study Guide 2015

Joan Lambert, Joyce Cox



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Outline of the book: The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam. The first chapter gets you started right away opening Word and learning about the user interface and important terminology. For those interested in taking the exam, it includes how to register for the exam and find an exam center, tips on using your time wisely during the exam, and information on scores and retaking the exam. The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam: Manage Documents, Insert and Format Text, Paragraphs and Sections, Manage Tables and Lists, Create and Manage References, Insert and Format Graphic Elements, and Manage Document Collaboration. Short video tutorials are included for every single outcome in the book.

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About the author: Daniel John Stine, AIA, CSI, CDT, is a registered architect with over twenty years of experience in the field of architecture. Throughout these years of professional practice, Stine has leveraged many of the Microsoft Office products to organize and manage complex projects. In addition to Microsoft Office certification study guides, Stine has written multiple books on architectural design software, all written using Microsoft Word and published by SDC Publications.

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams John Pierce, Geoff Evelyn, 2011. 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.

The Engineer, 2011. *MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide* Eric Butow, 2021-05-06. MCA Microsoft Office Specialist Study Guide. PowerPoint Associate Exam. MO 300 is your roadmap to preparing for taking the MO 300 exam and earning the PowerPoint Associate. PowerPoint and PowerPoint 2019 certification. The following objectives are covered: Manage presentations, Manage slides, Insert and format text, shapes, and images, Insert tables, charts, smartArt, 3D models, and media, Apply transitions and animations. Major topics include creating, editing, and

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