

Microsoft® Word Introduction and Certification Study Guide

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Daniel John Stine AIA, CSI, CDT

Microsoft Word Certification Test Guide

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Microsoft Word Certification Test Guide:

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Microsoft Office User Specialist Microsoft Word 97 Exam Guide Jane Calabria, Dorothy Burke, 1997 A complete study reference to prepare readers for both levels of the Microsoft Certified Office User Excel Exam. Covers all tested concepts and tasks and includes guided practice sections to help readers build confidence while studying for the exam. The CD includes a complete Instructor's Resources Center with extra examples and PowerPoint slides for creating classroom teaching materials.

Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation Daniel John Stine, 2020-06-02 Explains everything current Excel users need to know about the exam process. Covers the five main categories of the exam. Includes practice exam software videos and flashcards. Reviews the Excel user interface and terminology. Internationally recognized certification in Microsoft Excel can open up a world of benefits to you and Microsoft Office Specialist Excel Associate 365 2019 Exam Preparation includes everything you need to prepare for the exam. Designed for those already familiar with Excel this book provides detailed information about how and where to take the exam and exactly what to expect. Each chapter is built on one of the five exam topics. Ample study material is provided including practice exam software and video tutorials for every outcome in the book. The author will guide you like a personal Excel coach helping you to boost your knowledge pinpoint skills you need to work on and gain the confidence to be able to pass the exam. Why certification is important. Microsoft Excel Certification is an easily verifiable way to showcase your willingness to learn new skills and

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