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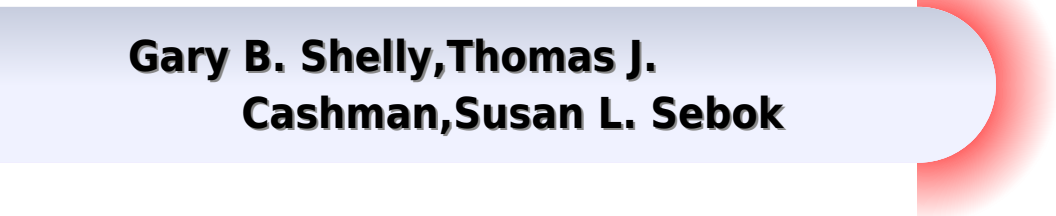
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Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019) Daniel John Stine, 2021-04 Combining two books in one Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam Students professionals beginners and more experienced users alike can all benefit from this manual Learn how to create well formatted high quality documents by following along with chapters that focus on six exam topics These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities 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 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of

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This book delves into Microsoft Word 2015 Introduction Study Guide. Microsoft Word 2015 Introduction Study Guide is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Word 2015 Introduction Study Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
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 - Chapter 3: Microsoft Word 2015 Introduction Study Guide in Everyday Life
 - Chapter 4: Microsoft Word 2015 Introduction Study Guide in Specific Contexts
 - Chapter 5: Conclusion
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 4. In chapter 3, the author will examine the practical applications of Microsoft Word 2015 Introduction Study Guide in daily life. This chapter will showcase real-world examples of how Microsoft Word 2015 Introduction Study Guide can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Microsoft Word 2015 Introduction Study Guide in specific contexts. The fourth chapter will explore how Microsoft Word 2015 Introduction Study Guide is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Microsoft Word 2015 Introduction Study Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word 2015 Introduction Study Guide.

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