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Microsoft Office Specialist Exam Guide

John Pierce



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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 software and it provides a myriad of other benefits as well Not only can certification enhance your Excel 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 Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities Outline of the book This book leads you through the exam process from beginning to end The first chapter includes the exact steps to take to register for the exam and find an exam center tips on using your time wisely during the exam and an overview of Excel's user interface and important terminology The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by using Formulas and Functions and Manage Charts Short video tutorials are included for every single outcome in the book 70 in all for when you need extra help or learn best by observation Excel practice exam software included Unlike any other Excel exam manual available this book includes Excel practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the 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 70 short narrated video tutorials for every outcome in the book 70 Flashcards Exam Day Study Guide 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 *Microsoft*

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Table of Contents Microsoft Office Specialist Exam Guide

1. Understanding the eBook Microsoft Office Specialist Exam Guide
 - The Rise of Digital Reading Microsoft Office Specialist Exam Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Specialist Exam Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office Specialist Exam Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Specialist Exam Guide
 - Personalized Recommendations

- Microsoft Office Specialist Exam Guide User Reviews and Ratings
- Microsoft Office Specialist Exam Guide and Bestseller Lists
- 5. Accessing Microsoft Office Specialist Exam Guide Free and Paid eBooks
 - Microsoft Office Specialist Exam Guide Public Domain eBooks
 - Microsoft Office Specialist Exam Guide eBook Subscription Services
 - Microsoft Office Specialist Exam Guide Budget-Friendly Options
- 6. Navigating Microsoft Office Specialist Exam Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office Specialist Exam Guide Compatibility with Devices
 - Microsoft Office Specialist Exam Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office Specialist Exam Guide
 - Highlighting and Note-Taking Microsoft Office Specialist Exam Guide
 - Interactive Elements Microsoft Office Specialist Exam Guide
- 8. Staying Engaged with Microsoft Office Specialist Exam Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office Specialist Exam Guide
- 9. Balancing eBooks and Physical Books Microsoft Office Specialist Exam Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office Specialist Exam Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Specialist Exam Guide
 - Setting Reading Goals Microsoft Office Specialist Exam Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Specialist Exam Guide
 - Fact-Checking eBook Content of Microsoft Office Specialist Exam Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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