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# Microsoft Word Certification Test Guide

**David Johnson,Ed Tittel,Andy  
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## **Microsoft Word Certification Test Guide:**

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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 chapter self exam and review questions 75 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 Word 2000 Bible* Brent Heslop and David Angell,1999      *2004-2005 Guide to Educational Credit by Examination* Jo Ann Robinson,Troy Polite,Nancy Musick,2004      *Certification Prep Microsoft Word 2016* D. Michael Ploor,2016-08 The Microsoft Word 2016 certification preparation guide will help prepare the user to take the Microsoft Office Specialist MOS Microsoft Word 2016 certification exam It provides step by step instruction for the features and commands covered on the certification exam and can be completed in approximately 2 5 to 3 hours Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software Prepares the user for certification tests without expensive test prep software Focuses on hands on use of tools and completion of skills users learn and apply the skills not just learn how to complete the test Integrates as a supplement to existing classroom activities minimal class time required Requires no prior knowledge or use of the software starts with basic skills and builds to advanced skills Teaches the user to work with the software to complete project based learning Provides a simulation of the certification exam

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