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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

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specifically for the Microsoft 365 Apps version. The guide covers all the necessary skills and objectives needed to master Microsoft Word at an expert level focusing on advanced features and tools. The book is divided into detailed chapters that guide readers through key topics such as document collaboration, advanced formatting techniques, managing references, creating and managing long documents, and using automated tools for document production. It also covers working with tables and forms, advanced charting, and customizing the Word interface to enhance efficiency. Each chapter includes step-by-step instructions, practical examples, and exercises to reinforce learning and ensure hands-on experience with the features being taught. In addition, the guide offers practice questions with detailed answers and explanations to help readers assess their understanding and readiness for the exam. By following this study guide, candidates will gain a solid understanding of Microsoft Word's advanced capabilities, enabling them to work more effectively and efficiently in professional environments. Whether you are preparing for the certification exam or seeking to improve your Word skills, this guide will provide all the tools and resources necessary to succeed at the expert level.

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Faith Wempen, Jane Holcombe, 2017-01-13. Fully revised for new 900 series exam objectives, more than 400 practice exam questions. Written by a leading expert on CompTIA A certification and training, this self-study book has been thoroughly updated to cover 100% of the exam objectives on the 2015 CompTIA A exams. New topics include managing and maintaining cellular devices including tablets, configuring operating systems including Windows 8, Android and iOS, and enhanced mobile-centered security and troubleshooting procedures. CompTIA A Certification All-in-One Exam Guide, Ninth Edition, Exams 220-901 and 220-902, enables you to take the tests with complete confidence. It also serves as a practical reference for IT support and technical personnel. Electronic content includes two full practice exams with more than 400 accurate practice questions, training videos from the author, and a complete PDF copy of the book. Complete coverage of CompTIA exams 220-901 and 220-902. Electronic content includes 400 practice questions, video training, and a PDF of the book. Includes a coupon for 10% off of the exam fee, a \$37 value.

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