

Microsoft Word Study Guide



Name _____

Student ID# _____

Teacher _____

1. One example of a Word Processor is Microsoft Word. Please circle your answer.
True False

2. You can Pin the Microsoft Word icon to the task bar. Please circle your answer.
True False

3. Upon opening Microsoft word, located on the home page is different templets to use. Please circle your answer.
True False

Microsoft Word Study Guide

Jason Nash



Microsoft Word Study Guide:

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MS Office word Excel and PowerPoint keep changing but the fundamental principles remain the same With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book The topics covered in this book will help you build the highest quality code You will discover the timeless techniques and strategies which will change your mind set The topics are given below I

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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 is 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.

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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.

MOS 2010 Study Guide for Microsoft Word Joan Lambert, 2011

Networking Essentials MCSE Study Guide Jason Nash, 1998

Passing the MCSE exams is tough. This accurate print resource focuses on Networking Essentials, one of the MCSE required courses. The book includes realistic and hands-on lab scenarios worded like Microsoft does it. The CD-ROM includes Microsoft's Certification Road Map to help students navigate the MCSE curriculum.

Prentice Hall's MOUS Test Preparation Guide for Word 2000 Emily Ketcham, 2001

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