The Microsoft Certified Application Specialist Study Guide 2010

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files
Advance your everyday proficiency with Excel! And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives: Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by Using Formulas and Functions Manage Charts About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.
Microsoft Office Access 2007 For those who would rather be shown how than told how See How To Create databases more efficiently using a new results-oriented interface Use tools for building a database that makes information easier to find and use Import data from other programs, HTML, XML files, and other databases Use forms, filters, queries, and reports to capture and analyze data Discover ways to prevent data corruption and unauthorized access Share your data with others through interactive web pages Put your newly acquired skills to work using the online workshops Organize information and add impact with clip art, SmartArt diagrams, tables, and charts Use Groove and SharePoint Team Services to collaborate and share documents and information Prepare for the Microsoft Certified Application Specialist (MCAS) exam On the Web This book uses real-world examples to give you a context in which to use the task. This book also includes workshops to help you put together individual tasks into projects. The Access example files that you need for project tasks are available at www.perspection.com Author Bio Perspection has written and produced books on a variety of computer software-including Microsoft Office 2003 and XP, Microsoft Windows XP, Apple Mac OS X Panther, Adobe Photoshop CS2, Macromedia Flash 8, Macromedia Director MX, and Macromedia Fireworks-and Web publishing. In 1991, after working for Apple Computer and Microsoft, Steve Johnson founded Perspection, Inc. Perspection is committed to providing information and training to help people use software more effectively. Perspection has written more than 80 computer books, and sold more Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit www.microsoft.com. Category Database Covers Microsoft Office Access 2007 User Level Beginning-Intermediate 1 Getting Started with Access 2 Touring Access Databases 3 Planning and Creating a Custom Database 4 Working with Fields 5 Working with Tables 6 Locating Specific Information Using a Query 7 Simplifying Data Entry with Forms 8 Creating Reports to Convey Information 9 Improving the Appearance of Forms and Reports 10 Working on the Web 11 Importing and Exporting Information 12 Managing a Database 13 Protecting and Securing a Database 14 Customizing Access 15 Enhancing a Database with Programming 16 Working Together on Office Documents New Features Microsoft Certified Applications Specialist Index
Microsoft Office Specialist Exam 77-887 Study Guide
MOS 2016 Study Guide for Microsoft Excel
Microsoft Certified Application Specialist Exam Reference for Microsoft Office 2007
MOS 2013 Study Guide for Microsoft Excel
Intermediate Guide to Microsoft® Word 2010

"With this Microsoft Outlook 2013 training course, you will learn the four major components of outlook including contacts, email, calendars and tasks.This course covers all the basics of Outlook 2013. Our MOS Outlook 2013 training course provides students with the knowledge and skills that are needed to use the advanced software features, and integrate the Office programs with other software. When you pass the Outlook 2013 Exam 77-423, you achieve Microsoft Certified Application Specialist (MOS) status in Outlook 2013. The Microsoft Certified Application Specialist Certification, (MOS) recognizes business professionals who have demonstrated expertise in Microsoft Office 2013."--Resource description page.
"The Microsoft .NET Framework has quickly become one of the most popular development platforms in the world. Application development continues to evolve at a faster pace as the Internet becomes more and more a part of our business and personal lives. With the release of version 2.0 and 3.0, developers have many more tools and functionalities available to provide the kinds of services consumers need. In this overview VTC author, Lauri Matson provides an introduction into the latest versions of the Microsoft .NET Framework. To begin learning simply click the links."--Resource description page.
This text is not only a replacement for the Pasewark Advanced Course but also an excellent study tool for any course that covers Microsoft Office 2007. Students can use it as a quick, last-minute test prep or a software-skills refresher. The text has been completely revised to meet all of the exam objectives for each Office 2007 application and Windows Vista. Although based on the Microsoft Certified Application Specialist pocket guide, this text differs in that it will be 100% certified by Certiport and have end-of-chapter exercises that prepare for certification. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
Microsoft Certified Application Specialist Exam Reference for Microsoft Office 2010
Microsoft Office Specialist Exam 77-888 Study Guide
Microsoft Office 2013 Outlook
Exam 77-420 Microsoft Excel 2013
Microsoft Certified Application Specialist: Microsoft Office 2007 Edition

"Microsoft Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately. Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases. Microsoft Office 2013 is a version of Microsoft Office, a productivity suite for Microsoft Windows. Our MOS Access 2013 training course provides students with the knowledge and skills that are needed to use the advanced software features, and integrate the Office programs with other software. When you pass the Access 2013 Exam 77-424, you achieve Microsoft Certified Application Specialist (MOS) status in Access 2013. The Microsoft Certified Application Specialist Certification, (MOS) recognizes business professionals who have demonstrated expertise in Microsoft Office 2013."--Resource description page.
Demonstrate your expertise with Microsoft Office 365 by earning a MOS certification. This Study Guide is designed to help you prepare for MOS Exam 77-891: Microsoft Office 365, and features: Full objective-by-objective review Easy-to-follow procedures and hands-on tasks Exam-discount offer from Certiport Use the in-depth exam prep, practice, and review to help advance your proficiency with Office 365—and earn the credential that proves it.
Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files
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Excel 2007??????I??????

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• 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 examsoftware 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.
How to Use • Office: Organize information and add impact with clip art, SmartArt diagrams, tables, and charts with a new results-oriented interface • Word: Create great-looking documents faster using themes, styles, and templates • Excel: Use organizing, processing, and presenting tools to create data in Excel • PowerPoint: Create powerful presentations faster using ready-made design templates and themes • Outlook: Use tools for creating and managing your e-mail, calendar, contacts, and tasks • Publisher: Use task panes to quickly create a brochure or a newsletter without being a designer • SharePoint: Collaborate and share documents and information • Prepare for the Microsoft Certified Application Specialist exam • Practice your new skills with the useful workshops inside On the Web This book uses real-world examples to give you a context in which to use a task. This book also includes workshops to help you put together individual tasks into projects. The Office example files that you need for project tasks are available at www.perspection.com Includes MCAS Exam Objectives! This courseware meets the objectives for the Microsoft Certified Application Specialist (MCAS). Upon completion of this courseware, you may be prepared to take the exam for MCAS qualification. To learn more about becoming a Microsoft Certified Application Specialist, visit www.microsoft.com.
Microsoft Office 2013 PowerPoint
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MOS Study Guide for Microsoft Word Exam MO-100

Advance your expert-level proficiency with Word. And earn the credential that proves it! Demonstrate your expert-level competency with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist: Word Expert (Word and Word 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Ready-made practice files Sharpen the skills measured by these objectives: Manage Document Options and Settings Use Advanced Editing and Formatting Features Create Custom Document Elements Use Advanced Word Features About MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and competency with an Office product at an expert level. It demonstrates that you can apply the product's principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at: microsoft.com/learn Practice Files Available at: MicrosoftPressStore.com/MOSWordExpert101/downloads
This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.
Advance your proficiency with Word. And earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist: Word Associate (Word and Word 2019) certification, this official Study Guide delivers: • In-depth preparation for each MOS objective • Detailed procedures to help build the skills measured by the exam • Hands-on tasks to practice what you've learned • Ready-made practice files Sharpen the skills measured by these objectives: • Manage Documents • Insert and Format Text, Paragraphs, and Sections • Manage Tables and Lists • Create and Manage References • Insert and Format Graphic Elements EXAM MO-100 About the MOS: Associate Certification A Microsoft Office Specialist (MOS): Associate certification validates your hands-on competency in the correct application of the principal features of an Office product. It demonstrates that you can apply these features to complete associate-level tasks independently and are ready to enter the job market. See full details at: microsoft.com/learn Practice Files Available at: MicrosoftPressStore.com/MOSWord100/Downloads
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This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data, reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in todays competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.
Microsoft Certified Application Specialist(MCAS)??Office PowerPoint 2007??PowerPoint???????????
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Microsoft Certified Application Specialist (MCAS)

"Microsoft Excel 2013 is designed to help you get professional-looking results with features that let you get away from walls of numbers and draw more persuasive pictures of your data, guiding you to better, more informed decisions. It includes templates for the set-up and design, Quick Analysis tool which converts your data into a chart or table in two steps or less, Flash Fill is data assistant that finishes your work, chart recommendations, slicers to filter table data, and several new functions in the math and trigonometry, statistical, engineering, date and time, lookup and reference, logical, and text function categories. Microsoft Office 2013 is a version of Microsoft Office, a productivity suite for Microsoft Windows. Our MOS Excel 2013 training course provides students with the knowledge and skills that are needed to use the advanced software features, and integrate the Office programs with other software. When you pass the Excel 2013 Exam 77-420, you achieve Microsoft Certified Application Specialist (MOS) status in Excel 2013. The Microsoft Certified Application Specialist Certification, (MOS) recognizes business professionals who have demonstrated expertise in Microsoft Office 2013."--Resource description page.
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A great companion for any Course Technology title that covers Microsoft Office 2007 skills! Step-by-step reviews of skills prepare learners for the Microsoft Certified Application Specialist Exams (formerly known as MOS). It is designed for use as a quick reference tool for last minute test prep, or as a refresher tool for users who need a fast review of specific skills.

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"Microsoft Office is the foundation of most business computer systems; understanding its power and utilizing its productivity is crucial in today's environment. The Microsoft Certified Application Specialist (MCAS) certification is a series of performance-based exams of the Microsoft Office Suite. The exams focus on the use of these programs in a "real world" enviroment: Microsoft Office Word 2007, Excel 2007, PowerPoint 2007, Access 2007, Outlook 2007, and Windows Vista. Acquiring MCAS Certification places a candidate above the rest when searching for new positions and advancement opportunities. This course prepares you for MCAS exams 77-600 through 77-605 by teaching the skills you need to master in each of the programs to achieve the highest standards of performance and efficiency. To begin learning today, simply click on the movie links." --Resource description page.

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Demonstrate your expertise with the 2007 Microsoft Office system! This comprehensive study guide covers all the Microsoft Certified Application Specialist exams for Microsoft Office, including Word 2007, Excel 2007, Outlook 2007, PowerPoint 2007, and Access 2007. For each exam, you'll build the skills and knowledge measured by its objectives through a series of step-by-step exercises, practice questions, and real-world scenarios. Easy-to-follow screen shots and explanations bring key concepts to life and expertly guide you through the material. The CD includes the practice files for all the book's lessons. Earn the premier credential and showcase your expertise in the popular Microsoft Office programs! For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

"Microsoft PowerPoint is a slide show presentation program currently developed by Microsoft, for use on both Microsoft and Apple Macintosh operating systems. Our MOS PowerPoint 2013 training course provides students with the knowledge and skills that are needed to use the advanced software features, and integrate the Office programs with other software. When you pass the PowerPoint 2013 Exam 77-422, you achieve Microsoft Certified Application Specialist (MOS) status in PowerPoint 2013. The Microsoft Certified Application Specialist Certification, (MOS) recognizes business professionals who have demonstrated expertise in Microsoft Office 2013. "--Resource description page.

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