



Textbook MOS Word 2016 and 2013 + Extra Exercises: The most practical way to pass the MOS (Microsoft Office Specialist) exam! (Paperback)

By Studio Visual Steps

Visual Steps Publishing, 2018. Paperback. Condition: New. Language: English . Brand New Book. The Microsoft Word text editing program is one of the most popular programs used today for writing letters, reports, flyers and more. It is embraced by business, education, health care and government institutions. This is why it is important to get to know this program! The concise step-by-step instructions and exercises in this book will thoroughly get you up and running with this valuable program. The step by step instructions and examples in the Textbook will help you learn to use the program in the most efficient manner. With the additional exercises in the back you can train yourself to become even more proficient in Word. After working through the books you have the opportunity to take the Microsoft Office Specialist® (MOS) exam. Upon successful completion of this exam, you will receive an official certificate. This is a document that can be important in the workplace and a plus on your resume. For optimal exam preparation various additional materials are available, such as an ample assortment of practice files. With this complete package you have the best possible preparation for the MOS exam. Even if you...

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