

## Microsoft Office Specialist Study Guide

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In-depth exam prep, practice, and review to help advance proficiency with Microsoft Office—and earn Microsoft Office Specialist (MOS) certification credentials. The MOS Study Guide is designed to help readers practice and prepare for the skills and knowledge measured by the MOS certification exams. These books divide exam coverage into chapters representing groups of core, related skill sets that correspond to MOS exam objectives.

### MOS Study Guide Series | Microsoft Press Store

The Microsoft Office Specialist is a brilliant study guide for the MOS Exam. This is a HUGE book to work through but don't be daunted by this as it is well written giving clear Concise instructions in every aspect of Word, Excel, Access, PowerPoint and outlook.

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The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2016 suite of programs. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-728, Excel 2016 Expert:

### for Microsoft Excel Expert - Secretary of State of Washington

The Microsoft Office Specialist Study Guides provide concise descriptions of the tasks that certification candidates must demonstrate to pass the Microsoft Office Specialist exams, step-by-step procedures for performing those tasks, practice tasks based on the MOS exam approach, sample files for practicing the tasks, and solution files so you can check your work.

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