

Butow

## MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide

Word Associate Exam Mo-100

Learn the realities of being a Microsoft Office Specialist and efficiently prepare for the Word Associate MO-100 Exam with a single, comprehensive study guide MCA Microsoft Office Specialist Study Guide: Word Associate Exam MO-100 comprehensively prepares you for the MO-100 Exam. Accomplished and experienced author Eric Butow provides readers with a one-stop resource for learning the job responsibilities of a Microsoft Office Specialist and succeeding on the MO-100 Exam. The study guide is written in a straightforward and practical style which, when combined with the companion online Sybex resources, allows you to learn efficiently and effectively. The online resources include hundreds of practice questions, flashcards, and a glossary of key terms. In addition to preparing you for the realities of the Microsoft Office Specialist job role, this study guide covers all the subjects necessary to do well on the certifying exam, including:

- \* Managing documents
- \* Inserting and formatting text, paragraphs, and sections
- \* Managing tables and lists
- \* Creating and managing references
- \* Inserting and formatting graphics
- \* Managing document collaboration

Perfect for anyone seeking to begin a new career as a Microsoft Office Specialist, or simply wondering what the job entails, the Study Guide also belongs on the bookshelf of currently practicing professionals who want to brush up on the fundamentals of their role.

Includes one year of FREE access after activation to the interactive online learning environment and study tools:

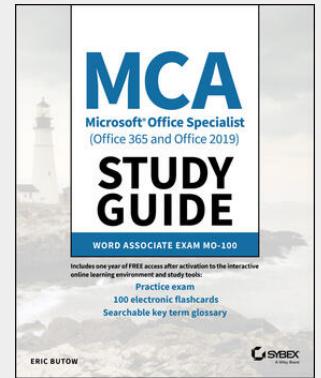
- \* Practice exam
- \* 100 electronic flashcards
- \* Searchable key term glossary

Focused, Complete Preparation for Exam MO-100 Successful completion of the MCA Office Specialist (Office 365 and Office 2019) Exam MO-100 is your ticket to the Word Associate certification. This Sybex Study Guide offers a thorough, well-organized approach to learning the job role and responsibilities of a Microsoft Office Specialist as well as mastering the requirements of the Word certification exam. Coverage includes the correct application of the principal features of Word as well as the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence. You also have access to the exclusive Sybex online learning environment, accessible across multiple devices, with sample test questions, electronic flashcards, a glossary of terms, and more. Coverage of 100% of all exam objectives in this Study Guide means you'll be ready to:

- \* Manage documents
- \* Insert and format text, paragraphs, and sections
- \* Manage tables and lists
- \* Create and manage references
- \* Insert and format graphic elements

Interactive learning environment Take your exam prep to the next level with Sybex's superior interactive online study tools. To access our learning environment, simply visit [www.wiley.com/go/sybextestprep](http://www.wiley.com/go/sybextestprep), register your book to receive your unique PIN, and instantly gain access to:

- \* Interactive test bank with a practice exam to help you identify areas where further review is needed. Get more than 90% of the answers correct, and you're ready to take the certification exam.
- \* 100 flashcards to reinforce learning and last-minute prep before the exam
- \* Comprehensive glossary in PDF format gives you instant access to the key terms so you are fully prepared



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