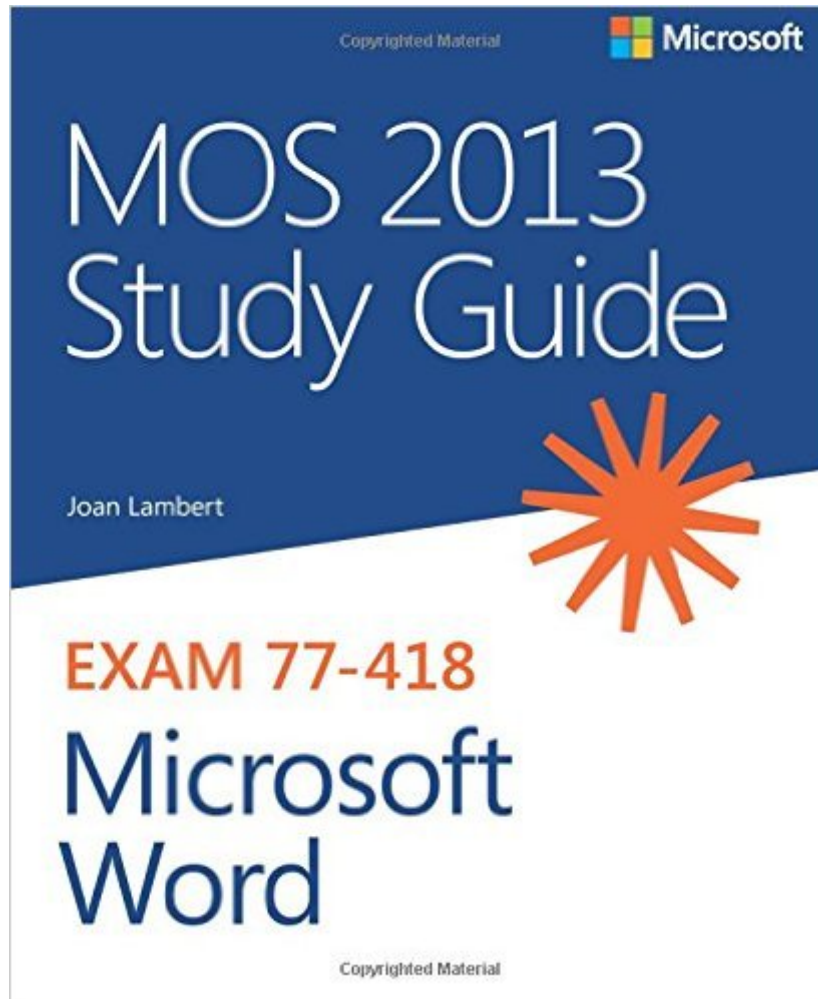


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# MOS 2013 Study Guide For Microsoft Word (MOS Study Guide)



## Synopsis

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word 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

## Book Information

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Microsoft Word

## Customer Reviews

The book is thin and I thought it would be easy to follow. But the practice questions on the book are not easy to follow at all. You can download the files for practice for free, the problem is there is no grading or correction. So you don't know if you complete the tasks correctly.

This book is not perfect. Yes, there is a typo here and there. No, the solutions to the practice problems are not available. No this book is not for a novice user that needs tons of examples (This is a study guide not a how-to book). But if you have working experience with MS Word and you study using this book then you have all of the tools that you need to pass the exam. EVERY question that I was asked on the exam was covered by this book.

This is for someone who has a lot of experience using Word, but needs a refresher in some of the less used options available. The practice at the end of each section is good, but there are not pictures of the completed documents, so you don't know if you did it correctly. In most cases this doesn't matter. This and Lambert's other books are available for free in PDF at hundreds of sites on the Web, although it's nice not to have to switch Windows.

I bought this book to pass a word certification and the book is horrible. There's barely any pictures and the descriptions aren't great. If you're doing this certification I recommend that you do the practice tests that the program provides (doesn't come with the book). Those are way better!

I'm only on test 2.2 and I've already had a few issues. Note that the book is structured as x.x sections with tutorial text followed by a test without answers. The first issue came when I had to create a macro. I completed the assignment only by writing one line of VBA code to complete it. Now I have to format a section of text from 1 column to 2. The problem is that the text is in a "Content Control." I figured it was a control when the context menu gave me the option to "Remove Content Control" but wouldn't allow me to edit or format 4 paragraphs. I had never heard of a Content Control, but on a hunch, I activated the Developer tab, invoked the Object Browser and found an object of type Content Control. You should know that while you can of course continue studying, you cannot easily finish this section because of these Content Controls. Overall, I suspect the thoroughness of this study guide as a aid to passing the MOS Word core exam. I have also purchased Word 2013 In Depth and it contains a lot of material that this book does not. This book only glosses over Word's features. BTW, the 2016 exam is not out as of March 2016.

Convenient way to study for the certification; I passed without having to read an enormous time on the topic.

Quick read and easy to understand practice tasks. I feel ready and confident to take the exam!

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