

Microsoft Office Study Guide

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John Pierce is an expert on Microsoft Office, and has written several books, including coauthoring the MOS 2010 Study Guide for Microsoft Word Expert, Excel® Expert, Access®, and SharePoint®. A Microsoft employee for nearly 12 years, John now enjoys being a freelance writer and editor.

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This course is designed for those who wish to develop their skills using Microsoft Office applications. This qualification is helpful for any office job, such as Admin Assistant, Administrator, or Office Manager. This course is comprehensive and covers the modules listed below under the curriculum.

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1. Type in a few words, pressing the <spacebar>once after each word to separate them (the spacebar is the long key along the bottom of the keyboard) If you are not very fast at typing just type some imaginary words, pressing keys at random, but remember to include spaces between the words. 2.

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your knowledge of and ability to use programs in the Microsoft Office 2013 suite of programs, Microsoft Office 365, and Microsoft SharePoint. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-422: Microsoft PowerPoint 2013. Who this book is for MOS 2013 Study Guide for Microsoft PowerPoint is designed for experienced computer

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