

# Microsoft® Word Introduction and Certification Study Guide

Microsoft® 365 Apps and Office® 2019

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Daniel John Stine AIA, CSI, CDT

# Microsoft Certification Study Guide

**Craig Zacker**



## **Microsoft Certification Study Guide:**

*Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019)* Daniel John Stine, 2021-04 Combining two books in one Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam Students professionals beginners and more experienced users alike can all benefit from this manual Learn how to create well formatted high quality documents by following along with chapters that focus on six exam topics These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of

chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications     Microsoft Certified Azure Fundamentals Study Guide James Boyce,2021-04-13 Quickly preps technical and non technical readers to pass the Microsoft AZ 900 certification exam Microsoft Certified Azure Fundamentals Study Guide Exam AZ 900 is your complete resource for preparing for the AZ 900 exam Microsoft Azure is a major component of Microsoft s cloud computing model enabling organizations to host their applications and related services in Microsoft s data centers eliminating the need for those organizations to purchase and manage their own computer hardware In addition serverless computing enables organizations to quickly and easily deploy data services without the need for servers operating systems and supporting systems This book is targeted at anyone who is seeking AZ 900 certification or simply wants to understand the fundamentals of Microsoft Azure Whatever your role in business or education you will benefit from an understanding of Microsoft Azure fundamentals Readers will also get one year of FREE access to Sybex s superior online interactive learning environment and test bank including hundreds of questions a practice exam electronic flashcards and a glossary of key terms This book will help you master the following topics covered in the AZ 900 certification exam Cloud concepts Cloud types Public Private Hybrid Azure service types IaaS SaaS PaaS Core Azure services Security compliance privacy and trust Azure pricing levels Legacy and modern lifecycles Growth in the cloud market continues to be very strong and Microsoft is poised to see rapid and sustained growth in its cloud share Written by a long time Microsoft insider who helps customers move their workloads to and manage them in Azure on a daily basis this book will help you break into the growing Azure space to take advantage of cloud technologies     **Microsoft PowerPoint Introduction and Certification Study Guide** Daniel John Stine,2022-04 Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam Microsoft PowerPoint Introduction and Certification Study Guide is an indispensable resource for PowerPoint users at every level of expertise Starting with the essentials and building to more complicated steps each chapter breaks one of five essential PowerPoint skill sets into manageable pieces These are the exact skills measured by the exam but the logical skill progression benefits all PowerPoint users and prepares you to create effective and compelling presentations Concise steps and descriptions make the information easy to follow and remember Clearly labeled screenshots and images clarify important PowerPoint features without being overwhelming Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whether you are looking to develop your PowerPoint skills or to positively impact your school or work life through certification Microsoft

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