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Microsoft Excel 2013 | Study Guide 2 Exam 77-420: Microsoft Excel 2013 This book covers the skills you need to have for certification as a Microsoft Office Specialist in Microsoft Excel 2013. With these skills, you can create, populate, format, and manage the types of workbooks and workbook content most commonly used in a business environment. Prerequisites We assume that you have been ...

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MOS Excel 2013 Objective Domain 1.0 Create and Manage Worksheets and Workbooks 1.1 Create Worksheets and Workbooks This objective may include but is not limited to: creating new blank workbooks, creating new workbooks using templates, importing files, opening non-native files directly in Excel, adding worksheets to existing workbooks, copying and moving worksheets 1.2 Navigate through ...

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I passed Excel 2013 Expert Parts I and II, and used this book as the guide when studying for both exams. Using the book was an advantage in appreciating the matching of required skills to the published skills measured, but it fell way short in terms of topic depth - the material is shallow, and the practice content is very limited.

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Ein MOS Erweiterungs-Zertifikat kann durch die Zusammenstellung unterschiedlicher Prüfungen erzielt werden. Nachfolgend sehen Sie die Aufstellung für die Office Versionen 2013, 2016 und 365 und 2019. Microsoft Office Specialist 365 oder 2019 ASSOCIATE. Es werden 3 der folgenden Prüfungen benötigt: - Word Associate - Excel Associate - PowerPoint Associate - Outlook Associate - Microsoft ...

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Candidates for the Microsoft Office Specialist (MOS) Outlook 2013 exam can format email message content by using character and paragraph formatting, create or insert graphic elements, such as charts, tables, and SmartArt graphics, into messages. They can also send messages to private recipients by using the Bcc field. Candidates are able to create contact records, tasks, and appointments from ...

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