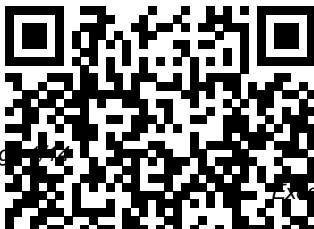

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Settings Manage and Format

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objective Detailed procedures

to help build the skills

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measured by these objectives:

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Workbooks Apply Custom

Formatting and Layouts

Create Advanced Formulas

Perform Data Analysis Create

Advanced Charts and

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Excel's 2016 more complex Worksheets, Workbooks and

functionality, such as:-Use Applications Chapter 13:

Conditional Logic in a Working with Charts

formula-IF statements-Use Chapter 14: Macros

the SumIF and CountIF Exam 70-411 Administering

functions-Produce a chart- Windows Server 2012 John

Sort and filter-Apply Wiley & Sons

subtotals-Data Validation-
 • Explains everything
 current Excel users need to
 know about the exam
 process

What-if-Analysis Tools-
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 software, videos and
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Introduction to
 • Reviews the
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Macros Table of
 Internationally
 recognized, certification in
 Microsoft Excel can open up
 a world of benefits to you,

Content-:Chapter 1:
 Overview of Excel 2016

Chapter 2: Cell References
 and Range

Chapter 3:
 Working with Formulas and
 Functions

Chapter 4: Data
 Validation

Chapter 5:
 Protection

Chapter 6:

and Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation includes everything you need to prepare for the exam. Designed for those already familiar with Excel, this book provides detailed information about how and where to take the exam and exactly what to expect. Each chapter is built on one of the five exam topics. Ample study material is provided, including practice exams software and video tutorials for every outcome in the book. The author will guide you like a personal Excel coach, helping you to boost your knowledge, pinpoint skills you need to work on, and gain the confidence to be able to pass the exam. Why certification is important Microsoft Excel 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 Excel 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 Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities. Outline of the book This book leads you through the exam process from beginning to end. The first chapter includes the exact steps to take to register for the exam and find an exam center, tips on using your time wisely during the exam, and an

overview of Excel ' s user interface and important terminology. The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam: Manage Worksheets and Workbooks, Manage Data Cells and Ranges, Manage Tables and Table Data, Perform Operations by using Formulas and Functions, and Manage Charts. Short video tutorials are included for every single outcome in the book, 70 in all, for when you need extra help or learn best by observation. Excel practice exam software included Unlike any other Excel exam manual available, this book includes Excel practice exam software. The final chapter focuses on the practice exam, which closely mimics the format of the real exam.

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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.

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Expert exam objectives, the book progresses through the functions and features of Excel software. Even entry-level Excel users can rapidly build their skills. Excel 2003 Specialist Certification Skill Sets * Creating Data and Content * Analyzing Data * Formatting Data and Content * Collaborating * Managing Workbooks Excel 2003 Expert Certification Skill Sets * Organizing and Analyzing Data * Formatting Data and Content * Collaborating * Managing Data and Workbooks * Customizing Excel Plus, you'll find additional career preparation tools, including: * Solutions for real-world scenarios * Structured learning for quick productivity * Full glossary of terms Go to www.sybex.com/go/mosexcel2003 for downloadable sample files from the exercises in the book. Practice what you've learned on your own. Visit www.sybex.com for all of your professional certification needs.

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Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

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