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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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## **How to Master Microsoft Office Word - Lifehacker**

Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective. Detailed procedures to help build the skills measured by the exam. Hands-on tasks to practice what you've learned.



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## **Lambert & Lambert, MOS 2016 Study Guide for Microsoft Word ...**

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## **New Documents & Templates in Microsoft Word | Study.com**

A core-level candidate for the Microsoft Word 2013 exam should have a fundamental understanding of the Word environment and the

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ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of Word 2013.

## **Exam 77-418: Microsoft Word 2013 - Learn | Microsoft Docs**

In-depth exam prep, practice, and review to help advance proficiency with Microsoft Office—and earn Microsoft Office Specialist (MOS) certification credentials. The MOS Study Guide is designed to help readers practice and prepare for the skills and knowledge measured by the MOS certification

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exams. These books divide exam coverage into chapters representing groups of core, related skill sets that correspond to MOS exam objectives.

## **MOS Study Guide Series | Microsoft Press Store**

Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010; Exam

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