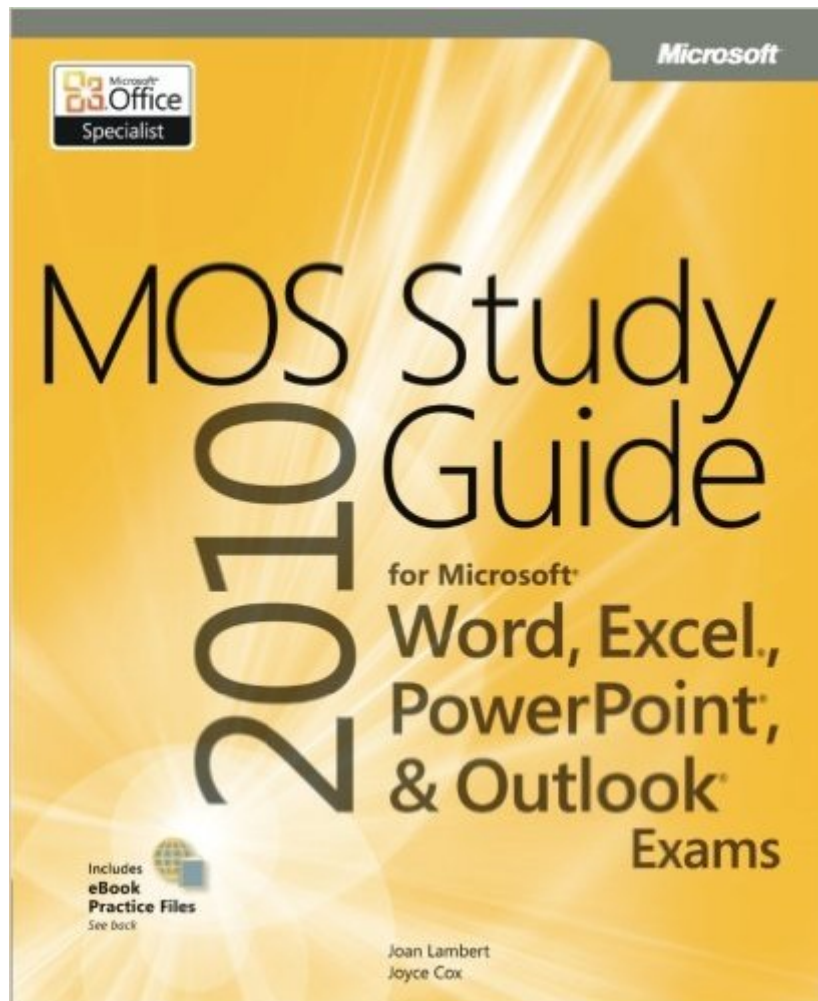


The book was found

MOS 2010 Study Guide For Microsoft Word, Excel, PowerPoint, And Outlook Exams (MOS Study Guide)



Synopsis

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 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what you've learned hands-on using the downloadable files for all the book's practice tasks.

Book Information

Series: MOS Study Guide

Paperback: 736 pages

Publisher: Microsoft Press; 1 edition (March 25, 2011)

Language: English

ISBN-10: 0735648751

ISBN-13: 978-0735648753

Product Dimensions: 7.3 x 1.5 x 8.9 inches

Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars See all reviews (71 customer reviews)

Best Sellers Rank: #115,789 in Books (See Top 100 in Books) #9 in Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #17 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #34 in Books > Computers & Technology > Software > Microsoft > Microsoft Word

Customer Reviews

I purchased the Study Guide specifically to study for test #77-882 (Excel 2010) approximately 2 months ago. I took the test today and passed with a score of 700. (The minimum score to pass is 550.)The Excel portion of the Study Guide is only about 140 pages, of the roughly 700 page guide, and was helpful in focusing on specific tasks and areas that the test might cover. I am not sure I would have done as well as I did without it because I am sure I would have spent most of my prep time on things like advanced commands and formulas, or Pivot Tables, and less time on things like Themes, Smart Art, data presentation, headers/footers for printing, etc. (Between this Study Guide and the official Microsoft description of #77-882 I learned that Pivot Tables would not be part of this particular test.)Having said that, I am writing this review to warn all users that the practice tasks at

the end of each section and chapter leave a lot to be desired. Several practice task questions are misleading and some are literally not possible to accomplish given the parameters stated in the questions. A tricky question that makes you think and/or read carefully is good practice. But an impossible task is something entirely different - and frustrating considering this is a Microsoft published Study Guide. Example #1: One practice test at the end of the section dealing with printing and page setup instructs the user to apply gridlines to 3 specific columns in a document before printing. After being unable to apply grid lines to specific columns, I researched this and found another Microsoft Excel user manual that specifically stated "grid lines are either ON or OFF".

[Download to continue reading...](#)

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams (MOS Study Guide) MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (MOS Study Guide) MOS 2013 Study Guide for Microsoft Outlook (MOS Study Guide) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! MOS 2013 Study Guide for Microsoft PowerPoint (MOS Study Guide) MOS 2013 Study Guide for Microsoft Excel (MOS Study Guide) MOS 2013 Study Guide for Microsoft Excel Expert (MOS Study Guide) MOS 2013 Study Guide for Microsoft Word (MOS Study Guide) MOS 2013 Study Guide for Microsoft Access (MOS Study Guide) Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel, Outlook, Access and Word (Expert's Voice in Office and Sharepoint) GO! with Microsoft PowerPoint 2013 Brief, GO! with Microsoft Excel 2013 Brief, GO! with Microsoft Access 2013 Brief Beginning SharePoint 2010 Administration: Microsoft SharePoint Foundation 2010 and Microsoft SharePoint Server 2010 How to Create Powerful Powerpoint 2010 Presentations Quickly and Easily: A Quick-start Guide to Using Powerpoint (Business Basics for Beginners Book 19) Microsoft PowerPoint 2010: Comprehensive (SAM 2010 Compatible Products) PowerPoint Presentation Secrets - Create Beautiful Slideshows and Impress Audiences with Microsoft PowerPoint While Saving Time and Money (Unofficial) EXCEL: From Beginner to Expert - 2 Manuscripts + 2 BONUS BOOKS - Excel for Everyone, Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Outlook 2016 For Dummies (Outlook for Dummies) Occupational Outlook Handbook (Occupational Outlook Handbook (Paper-Claitor's)) Data Analysis and Data Mining using Microsoft Business Intelligence Tools: Excel 2010, Access 2010, and Report Builder 3.0 with SQL Server Microsoft Excel 2010: Comprehensive (SAM 2010 Compatible Products)

[Dmca](#)