

MOS 2013 Study Guide

Joan Lambert



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References Insert and Format Objects The exam is performance based with a project like style you need to build up an Office document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exam you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This Exam FOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference books for the best possible preparation outcome

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document or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exams you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software We assume that you already know the basics of using the graphical interface you know the difference between single mouse click double click right click drag and drop press and hold etc and you know how to select and highlight text and objects DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference books for the best possible preparation outcome In the Office software you can usually achieve the same result using different methods For example once you highlighted some text you can either right click on the selection to access a small menu or choose from the full blown menus the ribbons and toolbars at the top of the interface Throughout the book we may use both methods for accessing functions and features Also keyboard shortcuts are available in the software but for exam prep purpose we will not use any of them unless required by the exams

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or complete something according to the given specifications There is a simulated environment for you to get your job done To prepare for the exams you need to know the various options available in the Office software You know the options and functions available then you can choose the right stuff and apply them in the correct order to achieve the project goal You must have hands on experience This ExamFOCUS book focuses on the more difficult topics that will likely make a difference in exam results We introduce and explain the important options in the software that you cannot afford to miss The book is NOT intended to guide you through every single step in the Office software We assume that you already know the basics of using the graphical interface you know the difference between single mouse click double click right click drag and drop press and hold etc and you know how to select and highlight text and objects DO NOT TREAT THIS AS AN A B C GUIDE TO MS OFFICE You should use this book together with other reference books for the best possible preparation outcome In the Office software you can usually achieve the same result using different methods For example once you highlighted some text you can either right click on the selection to access a small menu or choose from the full blown menus the ribbons and toolbars at the top of the interface Throughout the book we may use both methods for accessing functions and features Also keyboard shortcuts are available in the software but for exam prep purpose we will not use any of them unless required by the exams

Collect, Combine, and Transform Data Using Power Query in Excel and Power BI Gil Raviv, 2018-10-08 Using Power Query you can import reshape and cleanse any data from a simple interface so you can mine that data for all of its hidden insights Power Query is embedded in Excel Power BI and other Microsoft products and leading Power Query expert Gil Raviv will help you make the most of it Discover how to eliminate time consuming manual data preparation solve common problems avoid pitfalls and more Then walk through several complete analytics challenges and integrate all your skills in a realistic chapter length final project By the time you re finished you ll be ready to wrangle any data and transform it into actionable knowledge Prepare and analyze your data the easy way with Power Query Quickly prepare data for analysis with Power Query in Excel also known as Get Transform and in Power BI Solve common data preparation problems with a few mouse clicks and simple formula edits Combine data from multiple sources multiple queries and mismatched tables Master basic and advanced techniques for unpivoting tables Customize transformations and build flexible data mashups with the M formula language Address collaboration challenges with Power Query Gain crucial insights into text feeds Streamline complex social network analytics so you can do it yourself For all information workers analysts and any Excel user who wants to solve their own business intelligence problems *Beginning Guide to Microsoft Word 2013* Elizabeth Nofs, 2014-06-01 Learn basic to advanced skills in Microsoft Word 2013 while you prepare for certification You ll discover how to create and format documents how to use tables how to complete a mail merge and more Microsoft Office Specialist MOS certification is the globally recognized standard for validating expertise with the Microsoft Office Suite If you wish to prepare for Microsoft Certification Exam 77 418 Microsoft Office Word 2013 OR Microsoft Certification Exam 77 425 Part 1 and 77 426 Part 2

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