

MICROSOFT OFFICE SPECIALIST CERTIFICATION STUDY GUIDE – OFFICE 2003

Microsoft Office Specialist provides an in depth and all-in-one exam preparation that will increase your competency and productivity with Microsoft Office.

This learning tool includes step-by-step instructions for performing all the tasks likely to be tested in the Microsoft Office Specialist certification exams. It assumes that you are already familiar with the program(s) you are seeking certification in order to carry out common tasks and create the types of Office files commonly used in the work environment.

Designed to help prepare and practice for one or more of the Microsoft Office Specialist exams in both core and expert level certifications, you will gain the skills and knowledge needed to help pass the exam.

This easy-to-use study guide features:

- All objectives and sub objectives for the Microsoft Office 2003 Specialist exams in core and expert levels for Word, Excel, PowerPoint, Access, and Outlook.
- Each chapter features step-by-step exercises and skill reviews for building and strengthening your skills
- End-of-chapter objective reviews
- CD includes practice files and practice exams
 - One free practice test from MeasureUp to assess your exam readiness
 - Take the online skills test – it looks and scores like the certification exam
 - Test yourself within the real application
 - Get feedback on correct and incorrect answers
 - Identify areas where you need to focus on more

(MeasureUp is a test application used to provide a complete set of preparation tools for Microsoft and many other popular certifications.)

The Study Guide parallels the exam, skill set, and skill standards (objectives) outlined by Microsoft.

Exams are divided into seven parts, each focuses on one of the certification exams.

Skill sets – each exam is divided into three to five skill sets, grouping together skills needed to perform a particular category of task.

Objectives – each skill set is divided into skill standards, aka objectives, providing instructions for performing tasks. Mastering the tasks demonstrates you have skills to meet that objective.

Practice Exercises – every objective has associated practice exercises for self assessment to determine how well you know how to perform the task. The practice exercise instructs you how to carry out the task, but does not provide step-by-step instructions.