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- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you ' ve learned
- Practice files and sample solutions Sharpen the skills measured by these objectives:
  - Create and manage documents
  - Format text, paragraphs, and sections
  - Create tables and lists
  - Create and manage references
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Sharpen the skills measured by these objectives: Manage Document Options and Settings Use Advanced Editing and Formatting Features Create Custom Document Elements Use Advanced Word Features

About MOS: Expert Certification A Microsoft Office Specialist (MOS): Expert certification validates your hands-on experience and competency with an Office product at an expert level. It demonstrates that you can apply the product ' s principal features at an advanced level, can complete expert tasks independently, and are ready to enter the job market. See full details at: [microsoft.com/learn](https://microsoft.com/learn) Practice Files Available at: [MicrosoftPressStore.com/MOSWordExpert101/downloads](https://MicrosoftPressStore.com/MOSWordExpert101/downloads)

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- 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
- Ready-made practice files

Sharpen the skills measured by these objectives:

- Manage Documents
- Insert and Format Text, Paragraphs, and Sections
- Manage Tables and Lists
- Create and Manage References
- Insert and Format Graphic Elements

EXAM MO-100 About the MOS: Associate Certification A Microsoft Office Specialist (MOS): Associate certification validates your hands-on competency in the correct application of the principal features of an Office product. It demonstrates that you can apply these features to complete associate-level tasks independently and are ready to enter the job market. See full details at: [microsoft.com/learn](https://microsoft.com/learn) Practice Files Available at: [MicrosoftPressStore.com/MOSWord100/Downloads](https://MicrosoftPressStore.com/MOSWord100/Downloads)

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes

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