



# MOS 2013 Study Guide

Joan Lambert



**EXAM 77-420**

**Microsoft  
Excel**

# Study Guide Mos Excel 2013

**Paul McFedries**

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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 [Excel 2013 On Demand](#) Steve Johnson,Perspection Inc.,2013-03-27 Excel 2013 On Demand is built from the ground up for today s beginning to intermediate level Exceluser Like every book in the On Demand Series it teaches visually using an easy friendly full color format designed to show you how instead of telling you how But that s not all This book Combines step by step training with quick reference material users can rely on long after they ve mastered the core skills they need Provides easy to follow task based coverage of the techniques you ll use most often presenting most tasks in just one or two pages Offers in depth coverage of all new MOS Microsoft Office Specialist exam objectives so you can use it as a study guide to enhance your job prospects or current career Provides additional end of chapter workshops plus even more hands on projects online Includes a complete practical troubleshooting guide Helps you upgrade by presenting New Feature icons plus a detailed list of new features indexed to the pages where they re covered Simply put no other book offers beginning to intermediate level Excelusers this much simplicity usable content flexibility and value

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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 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 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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### **Table of Contents Study Guide Mos Excel 2013**

1. Understanding the eBook Study Guide Mos Excel 2013
  - The Rise of Digital Reading Study Guide Mos Excel 2013
  - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide Mos Excel 2013
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Study Guide Mos Excel 2013
  - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide Mos Excel 2013
  - Personalized Recommendations
  - Study Guide Mos Excel 2013 User Reviews and Ratings
  - Study Guide Mos Excel 2013 and Bestseller Lists

5. Accessing Study Guide Mos Excel 2013 Free and Paid eBooks
  - Study Guide Mos Excel 2013 Public Domain eBooks
  - Study Guide Mos Excel 2013 eBook Subscription Services
  - Study Guide Mos Excel 2013 Budget-Friendly Options
6. Navigating Study Guide Mos Excel 2013 eBook Formats
  - ePUB, PDF, MOBI, and More
  - Study Guide Mos Excel 2013 Compatibility with Devices
  - Study Guide Mos Excel 2013 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Study Guide Mos Excel 2013
  - Highlighting and Note-Taking Study Guide Mos Excel 2013
  - Interactive Elements Study Guide Mos Excel 2013
8. Staying Engaged with Study Guide Mos Excel 2013
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Study Guide Mos Excel 2013
9. Balancing eBooks and Physical Books Study Guide Mos Excel 2013
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Study Guide Mos Excel 2013
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Study Guide Mos Excel 2013
  - Setting Reading Goals Study Guide Mos Excel 2013
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Study Guide Mos Excel 2013
  - Fact-Checking eBook Content of Study Guide Mos Excel 2013
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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