



# MOS

## Study Guide

Paul McFedries



EXAM MO-201

Microsoft  
Excel Expert

# Study Guide Mos Excel 2013 Exam

**Joan Lambert**



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Cells and Ranges  
Create Tables  
Apply Formulas and Functions  
Create Charts and 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 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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