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MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs: MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors.

### **Microsoft Office Specialist - Certiport**

Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers: 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, and practice files and sample solutions.

### **Exam 77-725: Word 2016: Core Document Creation**

Joan is the author or coauthor of more than four dozen books about Windows and Office (for Windows, Mac, and iPad), five generations of Microsoft Office Specialist certification study guides, video-based training courses for SharePoint and OneNote, QuickStudy guides for Windows and Office, and the GO! series book for Outlook 2016.

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