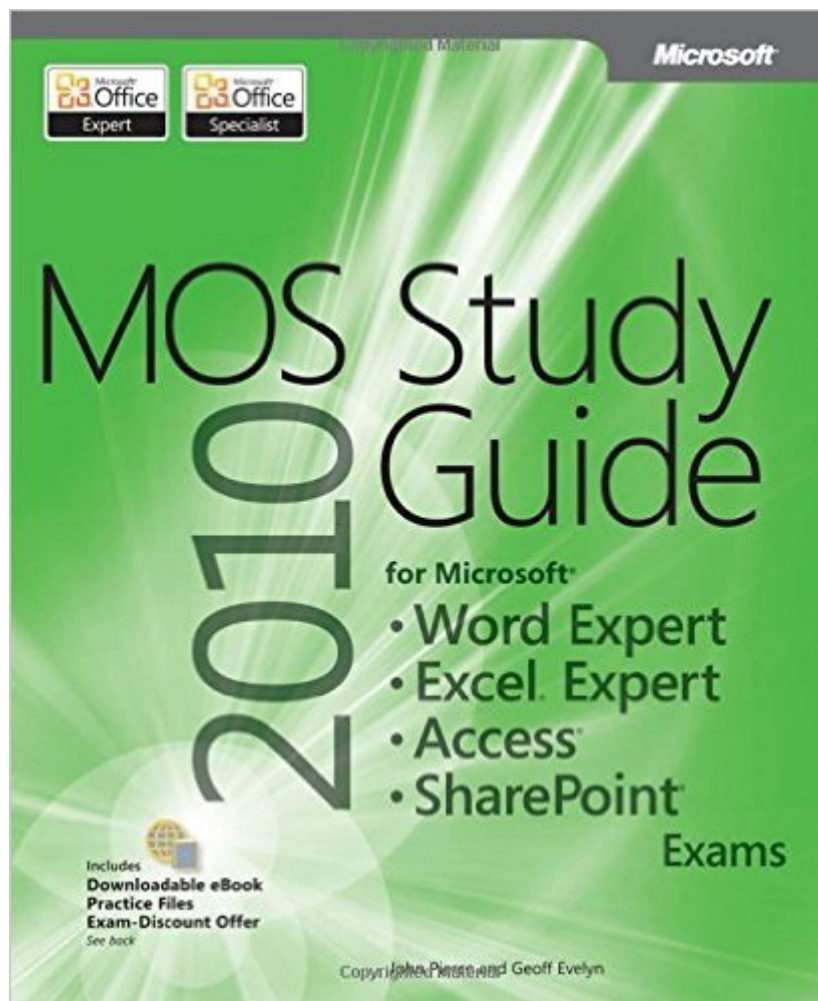


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# MOS 2010 Study Guide For Microsoft Word Expert, Excel Expert, Access, And SharePoint Exams (MOS Study Guide)



## Synopsis

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what youâ™ve learned; files included Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Officeâ”and earn the credential that proves it! Exams covered: 77-887: MOS: Microsoft Office Word 2010 Expert 77-888: MOS: Microsoft Office Excel 2010 Expert 77-885: MOS: Microsoft Office Access 2010 77-886: MOS: Microsoft SharePoint 2010 Companion Content includes: Practice files for each exam Fully searchable eBook Sample chapters from five STEP BY STEP books from Microsoft Press (TBD) Additional eBooks and resources

## Book Information

Series: MOS Study Guide

Paperback: 720 pages

Publisher: Microsoft Press; 1 edition (August 22, 2011)

Language: English

ISBN-10: 0735657882

ISBN-13: 978-0735657885

Product Dimensions: 7.4 x 1.7 x 9 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 starsÂ Â See all reviewsÂ (41 customer reviews)

Best Sellers Rank: #260,915 in Books (See Top 100 in Books) #19 inÂ Books > Computers & Technology > Business Technology > SharePoint #33 inÂ Books > Computers & Technology > Business Technology > Microsoft Project #37 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Project

## Customer Reviews

I took the MS Access 2010 certification exam for the first time and failed. I purchased this book, and 4 weeks later I took the exam again and passed with a score of 910. I'm now preparing for the MS Excel 2010 cert. exam using the same book. I would recommend this book for anyone that wants to pass the Microsoft MOS Access exam. I hope I have the same success with Excel.

The descriptions in this book are thin at best and practice exercises do not show you what

completed exercises should look like. This guide does not clearly reflect what is on MOS exams, especially at the Expert level. The greatest number of questions have the shortest descriptions in this guide. Online tutorials created by Microsoft, which are free, are much better and much more complete.

I took exam 77-886 Sharepoint 2010. I passed the test with no problems. Overall this book is good, but there were a few errors and it lacked some explanation on some instructions. If you review all the practice tasks thoroughly and have a good working knowledge of Sharepoint 2010, you should be in excellent condition. In fact, you'll know more than you'll be tested on!

On page 2 of the chapter on Word 2010, the Prerequisites pages began with easy ways to move around in a document. A refresher for some, a learning experience for others. I was able to immediately share this page with our very best legal assistant. She is self-taught and very, very good. With the information on just that page, she was able to do things that she had not been able to easily do before. It has saved her time and effort and increased her output--which was already very, very good. Do I think the book was worth the money? You bet! I expect there will be a lot more time saving experiences because of it! Susan Barron

I bought this book to help prepare me for the MOS 2010 Word Expert exam. I passed the exam on my first try after preparing with this book and GMetrix practice exams. I read through the entire Word chapter and did all the practice exercises. After that, I did the practice exams and made sure I could answer everything reasonably fast. Do this and I'm sure you will pass the exam too. If you want a reference book, try the Inside Out series. MOS 2010 Study Guide is not intended to be a reference book.

I debated on whether I needed to purchase this book or if I could get all the information online to review for these tests. Without this book for review, I do not believe I would have been successful with the exams. I used the book to sit for the Word Expert and Excel Expert exams and am now Master certified. I did not take the exams on Access or Sharepoint. Definitely worth the purchase price for the two areas of Word Expert and Excel Expert alone!

I used this as the sole source of study for the expert MOS Expert Word and Excel exams and passed with relative ease. There were very few things I came across on the exams which weren't in

this book. The end of section/chapter exercises weren't quite as straightforward as they are in this same study guide for the Core exams, the exercises in this book direct the reader more to explore the application features etc. on their own as opposed to giving you specific tasks to perform. Even with that, I feel no need to detract any stars as this guide (along with the guide for the Core exams) are some of the best study guides I've used and I'd recommend them to anyone looking to pass the MOS exams.

I have recently taken and aced the Word 2010 expert exam using this book. It clearly outlines the objectives for the exam and explains some of them. It however leaves it up to you to explore around each of those functions. If you just use this book and no other material you will still pass your exam. However, if you really want to shine I recommend getting one of the inside out series books. There were quite a few questions on the exam that were not even closely referenced in this book but I realise it would be impossible for them to include all the possible question references in the space allocated in the book. The companion files alone make this book worth purchasing. I think this book would be useful to someone even if they are never planning to take the exam as it contains quick how tos that will increase your overall productivity in the software. What would really up the value of this book is if it was packaged with access to a practice exam. It promises that on the cover through certipoint but this is only available to people in the USA.

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