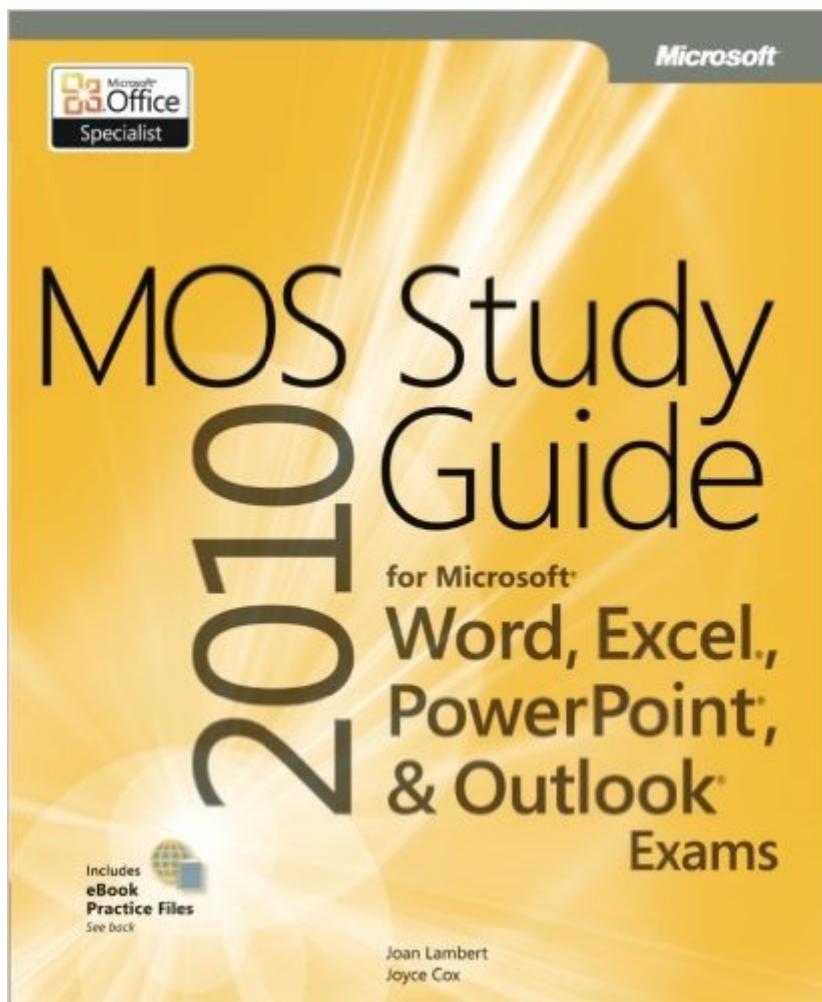


The book was found

# MOS 2010 Study Guide For Microsoft Word, Excel, PowerPoint, And Outlook Exams (MOS Study Guide)



## **Synopsis**

Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the bookâ™s easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what youâ™ve learned hands-onâ using the downloadable files for all the bookâ™s practice tasks.

## **Book Information**

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## **Customer Reviews**

I purchased the Study Guide specifically to study for test #77-882 (Excel 2010) approximately 2 months ago. I took the test today and passed with a score of 700. (The minimum score to pass is 550.) The Excel portion of the Study Guide is only about 140 pages, of the roughly 700 page guide, and was helpful in focusing on specific tasks and areas that the test might cover. I am not sure I would have done as well as I did without it because I am sure I would have spent most of my prep time on things like advanced commands and formulas, or Pivot Tables, and less time on things like Themes, Smart Art, data presentation, headers/footers for printing, etc. (Between this Study Guide and the official Microsoft description of #77-882 I learned that Pivot Tables would not be part of this particular test.) Having said that, I am writing this review to warn all users that the practice tasks at

the end of each section and chapter leave a lot to be desired. Several practice task questions are misleading and some are literally not possible to accomplish given the parameters stated in the questions. A tricky question that makes you think and/or read carefully is good practice. But an impossible task is something entirely different - and frustrating considering this is a Microsoft published Study Guide. Example #1: One practice test at the end of the section dealing with printing and page setup instructs the user to apply gridlines to 3 specific columns in a document before printing. After being unable to apply grid lines to specific columns, I researched this and found another Microsoft Excel user manual that specifically stated "grid lines are either ON or OFF".

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