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Product Profile



Learn-by-Doing:
**Microsoft Office
Specialist 2016
Series**

© 2018. Available in Print
and eText formats.

Purchase as a bundle or
individual applications
including Word, Excel,
PowerPoint.

GET FREE SAMPLE AT:

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Learn-by-Doing: Microsoft Office Specialist 2016 Series

Preparing Students for MOS Certification in Microsoft Word,
Excel, and PowerPoint 2016

Overview

Microsoft Office ranks as one of the highest hard skill credentials employers look for and expect from employees. With our new Learn-by-Doing: MOS 2016 Series, you can get every student certified in Microsoft Office. These texts have been fully aligned to the skills assessed in the Microsoft Office Specialist 2016 Certification Exams, providing students a marketable resume booster in addition to valuable workplace skills. The engaging, real-world content of these texts will prepare students for MOS Certification and beyond.

Highlights

- Aligned to industry certification leader, Certiport, for the MOS Certification Exams in Word, Excel, and PowerPoint 2016
- Includes practice tests and assessments to help students demonstrate MOS certification skills in a project-based environment
- Over 150 hands-on lessons that introduce core Microsoft Office skills
- Easy-to-follow, screenshot-based instructions

Instructor Resources

- eText (eCTE.com)
- Lesson answer keys
- Lesson application source files (excludes PowerPoint)
- Written and performance assessments and answer keys
- Prep tests and answer keys for MOS Certification Exams
- All applicable student resources to distribute to students