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# Microsoft Word Study Guide

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: *Word 2016 Expert MOS 2016*

This document assumes that you are familiar with the layout of Word 2013 and can use the Ribbon and its buttons,



which are covered in the document Microsoft Word: An Essential Guide. It also assumes you know about saving and printing your work. Starting up Microsoft Word To start Microsoft Word: 1.

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see MOS 2016 Study Guide for Microsoft Word by Joan Lambert (Microsoft Press, 2017). Who this book is for MOS 2016 Study Guide for Microsoft Word Expert is designed for experienced computer users seeking Microsoft Office Specialist Expert certification in Word 2016. MOS exams for individual programs are practical rather than theoretical. You must

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The syntax for the LOOKUP function is =LOOKUP

(lookup\_value,lookup\_vector,[result\_vector]). Here, you look up the value in the Number of Payments cell, compare it to the numbered list 1-5, and return the matching result from the list of payment

options to the PMT formula. 306 Exam  
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Tell students they will be learning to use

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why learning to use Microsoft Word will  
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