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testing candidates practical, performance-based scenarios to gauge their real-world capabilities with project and standards-based outcome testing. Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.

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This is the first place I go when studying for an exam. The objectives shown in the screen shot break out into sub-objectives. Each sub-objective has a set of skills listed in paragraph form. I break out every skill that is listed into an Excel spreadsheet or a table in OneNote. This becomes my study guide.

### **How to Pass a Microsoft Certification Exam | Global Knowledge**

Designed to help you practice and prepare for Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) certification, this official Study Guide delivers: In-depth preparation for each MOS objective

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shortcuts, functions, and formulas

### **Excel for Beginners - A "dummies" Guide to Excel with VIDEO**

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