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Aligned to the Microsoft Office Specialist Excel  
2019 Associate Certification Exam

# Learn-by-Doing: Microsoft Office Specialist Excel 2019

A Visual, Hands-on Approach to Learning Microsoft Excel 2019

## Overview

**Learn-by-Doing: Microsoft Office Specialist Excel 2019** uses a graphical, screenshot-based approach to introduce students to the powerful tools and features of Microsoft Excel 2019. Through step-by-step instructions and clear visual guides, students will learn **beginner to intermediate** Excel skills, from formatting and analyzing data to enhancing spreadsheets with new features like dynamic charts and powerful functions.

## Microsoft Office Specialist Excel 2019 Associate Certification

Learn-by-Doing: Microsoft Office Specialist Excel 2019 is 100% aligned to the skills assessed in Microsoft Office Specialist (MOS) Excel 2019 Associate Certification Exam and is endorsed by Certiport, the leading provider of certification exams.

## Features

- Over 50 engaging, hands-on lessons that introduce beginner to intermediate Excel 2019 skills
- Easy-to-follow, step-by-step, screenshot-based instructions

## Instructor/Student Resources on eReadiness.com

*(Included Free with Classroom Purchase)*

- Lesson Source Files
- Lesson Answer Keys
- Student Resource Files
- Skills Mastery Assessments and Answer Keys