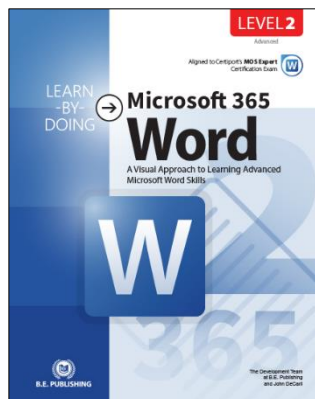




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Aligned to the Microsoft Office Specialist: Word Expert Exam

Learn-by-Doing: Microsoft 365 - Word (Level 2)

A Visual Approach to Learning Advanced Microsoft Word Skills

Overview

Learn-by-Doing: Microsoft 365 - Word (Level 2) uses a graphical, screenshot-based approach to support students in mastering the **advanced** tools and features of Microsoft Word. Students already familiar with the basics of Word will explore **advanced** skills—such as creating custom themes and templates, recording macros, and performing mail merges—in an illustrated, step-by-step format, helping them gain valuable workplace skills and master this essential business application.

This text is designed to be used by students enrolled in a computer applications course that includes word processing in its curriculum and assumes students have already mastered beginner to intermediate skills, including those presented in Level 1 of this series.

Microsoft Office Specialist: Word Expert Certification

Learn-by-Doing: Microsoft 365 – Word (Level 2) is 100% aligned to the skills assessed in Microsoft Office Specialist: Word Certification Exam and is endorsed by Certiport, the leading provider of certification exams.

Features

- Over 25 engaging lessons covering advanced Word skills
- Skills Mastery Assessments measure students' ability to demonstrate the skills introduced in each section
- Certification prep for Microsoft Office Specialist **Expert** Exam

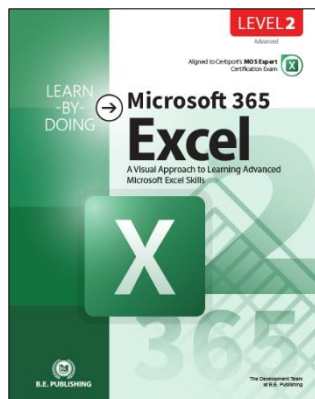
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Aligned to the Microsoft Office Specialist: Excel Expert Exam

Learn-by-Doing: Microsoft 365 - Excel (Level 2)

A Visual Approach to Learning Advanced Microsoft Excel Skills

Overview

Learn-by-Doing: Microsoft 365 - Excel (Level 2) uses a graphical, screenshot-based approach to support students in mastering the **advanced** tools and features of Microsoft Excel. Students already familiar with the basics of Excel will explore advanced skills—such as using lookup and reference functions, performing data analysis, and working with PivotTables—in an illustrated format, helping them gain valuable workplace skills and master this essential business application.

This text is designed to be used by students enrolled in a computer applications course that includes spreadsheets in its curriculum and assumes students have already mastered beginner to intermediate skills, including those presented in Level 1 of this series.

Microsoft Office Specialist: Excel Expert Certification

Learn-by-Doing: Microsoft 365 – Excel (Level 2) is 100% aligned to the skills assessed in Microsoft Office Specialist: Excel Expert Certification Exam and is endorsed by Certiport, the leading provider of certification exams.

Features

- Over 35 engaging lessons covering advanced Excel skills
- Skills Mastery Assessments measure students' ability to demonstrate the skills introduced in each section
- Certification prep for Microsoft Office Specialist **Expert** Exam

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