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- Create tables and lists
- Create and manage references
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About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Word 2000 is the latest upgrade to the phenomenally successful word processing program. In addition to new word processing features, this version of Word contains enhanced Internet capabilities. This Study Guide prepares users to take the Microsoft Office User Specialist (MOUS) proficient and expert exams for Word -- the official tests that recognize individuals who have achieved mastery-level performance using Word. The exams were developed with input from corporations, staffing firms, and educators. The tests provide a valuable industry credential -- proof that individuals have the skills required by employers.

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