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Joan is the author or coauthor of more than four dozen books about Windows and Office (for Windows, Mac, and iPad), six generations of Microsoft Office Specialist certification study guides, video-based training courses for SharePoint and

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**MO-201: Microsoft**

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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



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