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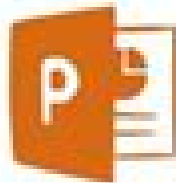
MS Word

Skills include: page setup, text formatting, editing



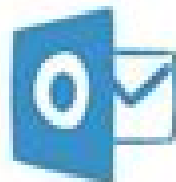
MS Excel

Skills include: spreadsheets, workbooks, formulas



MS Powerpoint

Skills include: presentation design, animation



MS Outlook

Skills include: navigation, archivization

There are also MS OneNote, Access and Publisher, but these are less important when it comes to recruitment process.

Microsoft Office Skills Study Guide

RD Boyd



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WRITTEN BY A LEADING EXPERT

Patrick Regan MCSE MCSA MCITP MCT A Network Server Linux Security CTT CCNA CNE has been a PC technician and network administrator engineer for 13 years Regan has conducted formal and informal training as an IT administrator at Heald Colleges and a product support engineer for Intel He has received Heald Colleges Teacher of the Year award and several awards from Intel He is currently a senior network engineer at Pacific Coast Companies where he supports 160 servers and 70 sites Regan is the author of several books including MCTS 70 620 Exam Cram Microsoft Windows Vista

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