

MS Office comprises of:



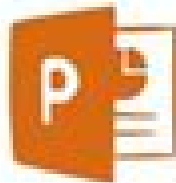
MS Word

Skills include: page setup, text formatting, editing



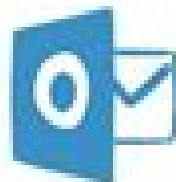
MS Excel

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



Microsoft Office Skills Study Guide:

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