

# MS Office comprises of:



## **MS Word**

Skills include: page setup, text formatting, editing

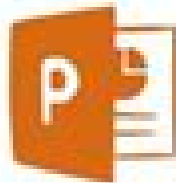
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## **MS Excel**

Skills include: spreadsheets, workbooks, formulas

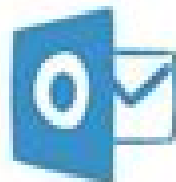
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## **MS Powerpoint**

Skills include: presentation design, animation

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## **MS Outlook**

Skills include: navigation, archivization

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

# Microsoft Office Skills Study Guide

**Paul McFedries**



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web components to ensure a smooth start to their six flags scavenger hunt the six flags hunt 1 2 hours or all day teams use in teractive maps in the app and items within the park to un lock a variety of challenges activities include photo quest teams look for the best places to take pho tos and selfies such as playing games begging for good

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