

MS Office comprises of:



MS Word

Skills include: page setup, text formatting, editing



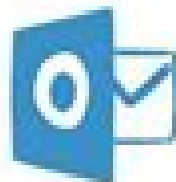
MS Excel

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

Lei Huang

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