

Microsoft Office Skills

When a job ad states “Microsoft Office skills,”
they probably mean this quartet:
MS Word, Excel, PowerPoint, and Outlook

Creating spreadsheets

Validating data

Creating tables

Creating documents

Creating pivot tables

Managing tables of content

Running and creating macros

Preparing documents for print

Data analysis

Proofreading and editing copy

Data visualization

Creating slideshows

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Microsoft Office Skills Study Guide

**Shelley Gaskin, John Preston, Sally
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1. The book is structured into several chapters, namely:
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 6. In chapter 5, the author will draw a conclusion about Microsoft Office Skills Study Guide. This chapter will summarize the key points that have been discussed throughout the book.
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