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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

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**Comprehensive** Shelley Gaskin,John Preston,Sally Preston,Professor of Philosophy John Preston,Robert Ferrett,2004

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