

# ***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

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# Microsoft Office Skills Study Guide

**Glen Coulthard, Sarah Hutchinson-  
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