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Microsoft Office and your career by [Ricky Charles](#)

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All desk jobs require the use of a computer in one way or another. This means that if you don't know how to use Microsoft Office then you will find it difficult to succeed. Most employers will ask about computer skills at the interview. If you are computer illiterate then you really need to learn how to do some basic tasks to further your career.

Word

Word isn't particularly difficult to use. If you can use a mouse and a typewriter then you won't have problem doing simple word processing with Word. However, if you want to use some of the more powerful features included in word then you will need to attend a training course. A Microsoft word training course in London makes it easy to train while keeping your current job.

Excel

Microsoft excel is one of the most useful tools any business can use. Spreadsheets can be used to cost jobs, organize payroll and even create financial accounts. Excel is easy to use once you get to grips with it. A Microsoft excel training aberdeen will teach you about how to use formulas and create useful spreadsheets.

If you want to use more advanced features then you might also be interested in vba training for office. VBA or Visual Basic for Applications is the method of writing interfaces to control macros and other parts of the document. Visual basic for excel training is more in-depth but this is worthwhile if you intend to speed up the way you work by making it much easier to use the software.

PowerPoint

If you ever have to show your employer a presentation then you should consider using PowerPoint. Microsoft PowerPoint is an electronic slideshow application. This allows you to create slides which can then be printed out onto paper or overhead transparencies. They can also be displayed on projectors.

PowerPoint training in London will help you to understand how to design professional looking PowerPoint presentations. These skills will make you much more valuable to your company which means that your job will be more secure. The Microsoft excel training aberdeen courses will also improve your skills for presentation. By using PowerPoint correctly you will become a much better communicator.

Outlook

While most people access their email through Gmail or another online service at home, businesses normally rely on Outlook. Microsoft outlook is a component of Microsoft Office which is a very powerful email client.

There are many different outlook training courses that you can go on. Some of these will simply teach you how to send and receive email. Other courses will actually show you how to set up the software including setting it up to use exchange servers.

Qualifications

While most of the training courses you can sign up for just teach you how to use the software, there are some types which you can use to get a qualification. The qualification is a useful way to prove to employers that you are good at using computers and that you will be an asset to their company.

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