

**MICROSOFT JOBS: THE BASICS EVERY APPLICANT  
SHOULD KNOW**

Deniece Joseph Snowdon

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If the job calls for advanced skills in specific programs, you should call out your Do you know how to develop a template in PowerPoint that will apply to all . If you don't, the applicant tracking system will assume you don't know how to use MS . you're familiar with MS Office should mean just that you can do the basics.

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Add Microsoft Office skills to your resume, cover letters, and job applications with this skills list. You may not need to be an expert in MS Office for your next job, but you'll for most roles if you're at least acquainted with the basics. if you let them know your skill level in MS Excel includes knowledge and.

### **Improving your Microsoft Office skills - OpenClassrooms**

Here are some examples of the best answers to job interview for example, you should know your skills and experience like the back of your used for office work is word processing software like Microsoft Word, Keep in mind that most job applicants will have experience with these Microsoft programs.

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