

Microsoft Office



'I've swapped my pen for a keyboard, and I'm surprised by how much I like it.'

From cave painting to pen and ink, from typewriters to computers: the latest phase in the history of humanity's desire to express itself through writing and creating images.

Microsoft Word

Microsoft Word is the most popular word processing program. It is easy to use and allows you to create all different types of documents

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Microsoft Excel

Excel is a Microsoft spreadsheet application that can help with budgeting and accounts. It can also be used to do mathematical formulae, input and...

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Microsoft PowerPoint

Microsoft PowerPoint is a package that allows you to create a series of slides that you can use to present information.

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Office 365

Microsoft Office 365 is the online subscription service for Office packages.

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Microsoft Teams and SharePoint

SharePoint and Microsoft Teams are two of the collaboration and file storage tools available from Microsoft.

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Using WordPad

WordPad comes free with the Microsoft Windows operating system and is a great way for beginners to start exploring the world of document creation....

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Other Microsoft programs

Expert, step-by-step guides and advice in using a range of Microsoft programs including Paint.

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