

Skills Program – Microsoft Office

258883	Use generic functions in a Graphical User Interface (GUI)-environment
117867	Managing files in a Graphical User Interface (GUI) environment
116945	Use electronic mail to send and receive messages
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application
258897	Apply electronic messaging and calendar application
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet
116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents
117924	Use a Graphical User Interface (GUI)-based word processor to format documents
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
116942	Use a GUI-based word processor to create merged documents
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases
117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem