Software for success in the business world

Word

 You've probably been using Word for a long time, but maybe it's time to up your game. You should know how to work with headers and footers and add page numbers. Make sure you can add tables, graphs, charts and wrap text around images.

PowerPoint

 You probably learned Power-Point in elementary school, but for professional presentations you need to know how to add transitions and multimedia such as sound, images, hyperlinks, and videos.

Diagrams

 Unless you are drawing a quick sketch over lunch, there is no place in the business world for hand drawn diagrams. Learn to create impressive diagrams in the free software https://app.diagrams.net/

Then copy and paste into your Word document. Make sure you know how to take screen-shots of just the area you want!

Excel

 Excel is a powerful tool for creating budgets, and analyzing numbers.

Formulas and equations let you compute a wide variety of statistics , total, and subtotals. You can also find the min and max, and ount how many values are outside a certain range. Then create a graph to add to your report or presentation.
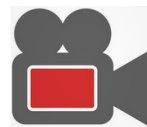
Videos

 Videos are now common-place in the business world, whether a welcome for new employees or a presentation for customers. Software such as https://screencast-o-matic.com/ makes it easy. To create videos.

Newsletters and Flyers

 Software such as Microsoft Publisher lets you create newspaper style documents such as this one, or brochures, flyers and other formats.