

MS Excel & YOU

MS Excel is a simple software and learning the basics can make students and professionals job ready. It is important that you must have a thorough knowledge of the software and its advantages in order to utilize it in day-to-day office work. No matter what your future entails, there is a good chance you will end up working with MS Excel (or some spreadsheet application) at some point in your professional or personal life.

Respond on Classroom to the highlighted questions.

1. [Top 10 Excel Interview Questions For Job Seekers](#): Take a look at some commonly asked questions. **Which topics were you familiar with and which topics were unfamiliar to you?**
2. [Microsoft Excel Advantages](#) Read about the advantages of MS Excel. Consider your future career aspirations. **Do you think you are likely to use MS Excel in that line of work? Explain how and what type of information you would be working with. Conduct research if you are unsure.** [Hint- For most jobs that work with data of any kind the answer is yes!]