

## ULTRA ACCESS

### Microsoft Word, Excel, Powerpoint and Outlook

#### Why its worth investing time in understanding Microsoft Office

Looking to transition from "on the tools" (be it scaffolding, or any other predominantly site-based trade) to something more "office-based"? Supervision, Management, Freelance, etc?

Then a basic understanding and comprehension of the main 3/4 Microsoft Office (now known as Microsoft 365) programs;

**Word**, **Excel** and (to a lesser extent) **Powerpoint** - along with **Outlook** (which is Microsoft's very own email server system) would be a VERY good investment of your time, and possibly money.

Internal operating systems are becoming more digitalised as the years progress, but many many companies still use these 3-4 programs as their primary software to create, update and send various documents...

Things like RAMS, Tool Box Talks, Health and Safety policies, Estimates, Employment Contracts, and so on are still very much "Microsoft Office / 365 dependent".



For less than £10 per month you can subscribe to Microsoft Office and will have access to several more less common, but still handy programs that you can practice and tinker around with, to give you a good and basic understanding of how they work and function.

Training courses for these programs can be found online on numerous websites for very reasonable fees too. And the skills learned on these Microsoft courses are often transferable to other software and applications, making individuals more adaptable and capable. Google Sheets for instance is basically an Excel copy, but works in a very similar fashion.

Subscribing to Microsoft Office / 365 also gives you access to both **Teams** - a widely used video/audio communication program, and **OneDrive** - a cloud storage system, that can keep all your documents, photos, PDF's etc in one safe, easy to access place (among others).

All these Microsoft programs have apps that can also be accessed via tablet, iPad, smartphone or desktop, so there are also versatility benefits from using these too.

Proactive thinking and forward planning is always recommended by us, just encase you need to move into an office-based role quickly - like after an injury occurs, and you cannot do your current "on-the-tools" job, or an opportunity arises to move naturally.

Its better to be prepared and have a good understanding of something like Microsoft Office / 365 and not need it yet, than need it ASAP, and not have it. **Proactiveness is always key.**

