

Essay on pc applications skills

[Business](#), [Management](#)



PC applications skills which important for working within a major organization

With technological advances currently being realized in the world, there is need for every business to adapt and conform to applications provided by this field of technology. Computers have become the basic operating machine for carrying out almost all tasks in an organization.

In order to effectively handle any task in an organization therefore, employees need to have a variety of computer skills. It is essential that PC operating system skills, with regard to usage, update and management be possessed by any candidate for employment. The operating systems in question include some such as Microsoft windows, Linux among others. However having at least a skill in one type of operating systems is enough.

Reports in any business venture are developed by use of computers.

Applications such as word processing, power point presentation and excel applications are important therefore if achievement of these tasks is to be realized. Spreadsheets provide an efficient way for keep data or presenting the same. A telecommunication set up will always have different kinds of data needed for storage and analysis. This application therefore will prove useful.

Staffs which are charged with managerial or supervisory tasks need to have a clear understanding of project management software. Some easy to use applications like Microsoft office project allow scheduling and planning of projects either by use of Gant or pert charts. Having these skills allow for easy management and tracking of the project in question. Network

diagramming applications also prove to be an asset in a situation where, there is need to develop or interpret network diagrams showing interrelationship of tasks or separate entities.

Bibliography

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