

Survey Results

This survey was given business professionals in the Barrington area in the Fall of 2013.

Which office software does your business use?

9%	01 MS Office 365
18%	02 MS Office 2013
64%	03 MS Office 2010
0%	04 MS Office 2007
0%	05 MS Office 2003
0%	06 Open Office
9%	07 GoogleDocs

What keyboarding speed is recommended for job candidates?

0%	20-29 words per minute
9%	30-39 words per minute
9%	40-49 words per minute
9%	50-59 words per minute
18%	60-69 words per minute
9%	70-79 words per minute
0%	80-89 words per minute
0%	90 + words per minute

Comments such as the ones listed below are becoming more and more common. As a professional member of our business community, are any accurate? If so, which ones?

0%	01 "Most businesses no longer use MS Office."
27%	02 "Today's kids are so technologically savvy that they don't need training in MS Office."
0%	03 "A general understanding of GoogleDocs is sufficient."
9%	04 "Our company tests job candidates in software proficiency."
45%	05 "Microsoft Office Specialist (MOS) Certification is a definite plus for job candidates."

What general software topics are helpful for job candidates to know?

73%	01 File Management
91%	02 Create new documents from templates
64%	03 Create templates
73%	04 Insert, position, and resize graphics
82%	05 Use Spell Check and/or Grammar Check
36%	06 Password protect files
82%	07 Navigate quickly throughout a document
55%	08 Use Search, or Find/Replace
64%	09 Use Cut, Copy and Paste
55%	10 Find answers using "Help" or other resources
18%	11 Use "Format Painter" to "paint" format from one area to another.
36%	12 Insert digital signature
55%	13 Keyboarding skills

What word processing features are helpful for job candidates to know?

82%	01 Basic format (font, paragraph format, page setup)
91%	02 Insert and format tables
73%	03 Insert and format charts
45%	04 Use Quick Parts (insert cover pages, dates, reusable content...)
45%	05 Generate table of contents
73%	06 Use headers/footers by inserting page numbers and other content
45%	07 Use mail merge to create letters, labels, or lists.
55%	08 Use styles to quickly and consistently format a document
36%	09 Format text into newspaper columns
45%	10 Compare documents

What presentation software topics are helpful for job candidates to know?

82%	01 Work with Slide Master to create/edit slides consistently
91%	02 Insert and format tables
91%	03 Insert and format charts
55%	04 Apply animations and transitions
55%	05 Set slide timings
64%	06 Print (slides, handouts, notes, outline)
73%	07 Insert sound and video
82%	08 Insert graphics, WordArt and SmartArt
91%	09 Create presentations that communicate effectively

What spreadsheet topics are helpful for job candidates to know?

91%	01 Enter data
91%	02 Format cells (borders, fills, number format...)
100%	03 Sort data
91%	04 Filter data
73%	05 Create subtotals
91%	06 Create charts
45%	07 Create pivot tables
64%	08 Merge/Split cells
82%	09 Import/Export data
82%	10 Show/Hide columns or Freeze cells
64%	11 Apply styles
73%	12 Remove duplicates
73%	13 Enter simple formulas
55%	14 Link cells
91%	15 Page Setup (margins, headers/footers, orientation...)
45%	16 Understand "Absolute Reference"
36%	17 Use the fill handle
45%	18 Create and run macros
55%	19 Convert text to columns
82%	20 Format data type (text, number, date/time, currency...)

What spreadsheet functions are helpful for job candidates to know?

45%	01 Financial (FV, PMT, PV)
45%	02 VLOOKUP or HLOOKUP
55%	03 IF
36%	04 COUNT
36%	05 COUNTIF
64%	06 SUM
45%	07 AVERAGE
27%	08 MAX
18%	09 MIN
18%	10 TRIM
45%	11 CONCATINATE
18%	12 PROPER
36%	13 NOW
18%	14 TODAY

What database features are helpful for job candidates to know?

91%	01 Understand the concept of fields, records, and tables
64%	02 Understand the concept of relational database
73%	03 Create queries
82%	04 Create reports
73%	05 Import and export data

Please list positions that require MS Office proficiency:

Sales, Design, Programming, Accounting, Engineering

Manager, Assistant Manager

All require proficiency in these types of software

Admin Project Manager

Administrative Assistant, Marketing Assistant, Marketing Coordinator. Really almost any entry level position in an office is going to need to have moderate Office skills.

Most all

Comments

Deep fluency in Excel. Macros/statistical functions would be helpful, as would an in-depth training in the flexibility of GoogleDocs

Basic to intermediate Office experience is necessary

The ability to use technology is critical, and many schools are not preparing students effectively

I have been an executive recruiter for over 25 years placing marketing and sales executives nationally. My executives that I place have a minimum of 5 years. That is the perspective that I come from.

Also, PC not mac is the way in corporate American still!!

Microsoft Word, Excel and PowerPoint are the most important. Excel and PowerPoint would give students definite edge in job placement.
