

**Business skills helped me work
well with**

**Communication
Teamwork
Using computers
Solving problems**





What is business skills?

- Business skills are the skills people use at work everyday .
- Examples include
- Communicating with others.
- Keeping information organised.
- Giving presentations.
- These skills help people work better and find jobs.

What is is jisc?



Learning about jisc has helped me to know



How to store information.



Keeps records organised.



Find information quickly.



Save time.

- LinkedIn is a website for work and careers
- I have learnt how to create my own profile.
- Looks for jobs.
- Learn new skills.

**What is
linkedin?**



What is microsoft Excel ?

- Microsoft excel is a spreadsheet programme.
- I have learnt how to
- Organise information .
- Make tables .
- Add numbers.
- Create charts .
- A business can use excel to keeps track of sales or expenses



What is powerpoint ?

- Powerpoint is used to create presentations.
- Powerpoint has learned me how create this presentation im providing you with today.
- I can insert
 - Text
 - Pictures
 - Charts
 - Animations

Conclusion

- And that brings you to the end of my presentation
- Thank you

