# Top Tasks of the week

Started with Excel Learning in advance to improve skills necessary for system administration support:

Link: <https://support.microsoft.com/en-au/office/create-a-workbook-in-excel-94b00f50-5896-479c-b0c5-ff74603b35a3?wt.mc_id=otc_excel>

LinkedIn learning to gain insights into effective training techniques and roles.

LinkedIn Link:

<https://www.linkedin.com/events/7013894290162544640/comments/>

**Top interview questions for an admin support role:**

1. Can you describe your experience with office software and tools?
2. How do you prioritize your tasks when you have multiple deadlines?
3. Describe a time when you had to handle a difficult situation or a challenging client. How did you manage it?
4. How do you ensure accuracy and attention to detail in your work?
5. Can you provide an example of how you’ve supported a team or contributed to a project?
6. How do you handle confidential information?
7. Describe your experience with calendar management and scheduling.
8. How do you stay organized and manage administrative tasks efficiently?
9. Have you ever improved a process or implemented a new system? If so, how?
10. Why are you interested in this admin support role, and how does it align with your career goals?