



ICAHST
ASSESSMENT &
TRAINING CENTER

in cooperation with



Where the dream and the dreamer become ONE

Securities and Exchange Commission
Registration No. CN201600943

DTI Business Name No. 4139258

CERTIFICATE OF COMPLETION

WITH COMPETENCY DEMONSTRATION

THIS CERTIFICATE IS PROUDLY AWARDED TO

Jessa A. Potot

for participating in the prescribed **40-hour (5-days)** Hybrid training session and completion of the training program requirements for

MS Excel Excellence: Virtual Training for Efficient Data Management and Analysis

Given this **21st day of November, 2023** at International College of Advanced Management and Technology,
Quezon City

Aida B. Ramos

AIDA B. RAMOS, LPT,
Google Certified Educator
Level 1

Training Lead

Atty. Lyca M. Balita

ATTY. LYCA M. BALITA,
CPE
ICAHST Board of Trustees
and School Director

Dr. Carl E. Balita

DR. CARLE BALITA
President, ICAHST
ICAHST President &
Program Director



5-Day Training on MS EXCEL EXCELLENCE: Virtual Training for Efficient Data Management and Analysis

PROGRAM OBJECTIVES

- 5 days training or 40 hrs of MS Excel training
- Date: November 17-21, 2023

PROGRAM OUTCOMES

- This course is an interactive training program designed to empower trainees with skills in Microsoft Excel, focusing on efficiency data management and analysis. It is tailored for professionals, analysts and anyone seeking to enhance their proficiency in Excel for more effective and streamlined data-related tasks.

PROGRAM OBJECTIVES

This program has the following end in mind:

- Understand the purpose and importance of data management and analysis.

- Gain solid understanding of Excel's interface and basic functionalities.

emphasis on navigating worksheets and workbooks using ribbons, and customizing settings for efficient data management.

- Gain knowledge in data input and formatting mastery. Learn efficient data techniques including data validation and array-down lists, explore formatting options to enhance data clarity, and data protection and emphasize best practices for maintaining data integrity.

Learn advanced essential functions, array formulas, and advanced calculations and conditional scenarios for logical operations, as well as data manipulation and visualization techniques.

Apply data visualization techniques such as charts and customization options to format data for visual data presentation.

PROGRAM OUTCOMES

By the end of the training, participants should be able to:

• Understand the purpose and importance of data management and analysis.

• Gain solid understanding of Excel's interface and basic functionalities.

• Emphasis on navigating worksheets and workbooks using ribbons, and customizing settings for efficient data management.

• Gain knowledge in data input and formatting mastery. Learn efficient data techniques including data validation and array-down lists, explore formatting options to enhance data clarity, and data protection and emphasize best practices for maintaining data integrity.

• Learn advanced essential functions, array formulas, and advanced calculations and conditional scenarios for logical operations, as well as data manipulation and visualization techniques.

• Apply data visualization techniques such as charts and customization options to format data for visual data presentation.