



Kelas.com

# Certificate of Completion

Id certificate : CERT-2088BB34

This certificate is presented to

**Evan Septya Utama**

For successfully completed and met the requirements to unlock skills in the course

**Mahir Ms. Office dari A-Z**

Instructor **Alif Panji Purna**

Date of Issue : **21/3/2024**



SCAN Here

**Andrew Suhadi**  
CEO kelas.com

*Andrew Suhadi*

# Learning Recap



Kelas.com

**Learner** : Evan Septya Utama  
**Course Taken** : Mahir Ms. Office dari A-Z

## Curriculum

- |                               |                                     |
|-------------------------------|-------------------------------------|
| 1. Fitur dan Fungsi Ms. Word  | 6. Membuat Laporan Profesional      |
| 2. Simulasi Membuat Dokumen   | 7. Fitur dan Fungsi Ms. Powerpoint  |
| 3. Mengedit Naskah Ms. Word   | 8. Cara Menyusun Presentasi Menarik |
| 4. Kunci Penggunaan Ms. Excel | 9. Membuat Presentasi Profesional   |
| 5. Fitur dan Fungsi Ms. Excel |                                     |