

<div> <div>One Step In Changing Education Chain...</div> <div> <div>RED &amp; WHITE</div> <div>GROUP OF INSTITUTE</div> </div> </div>										FACULTY NAME																				
										STARTING DATE				D	D	-	M	M	-	Y	Y	GRID								
										ENDING DATE				D	D	-	M	M	-	Y	Y	B. TIME		H	H	:	M	M		
STUDENT NAME																	GOOGLE CLASSROOM CODE													
MS-EXCEL																		TOTAL DAYS: ____/20												
LEC.	TOPIC									DATE	P/A	DAY	FEEDBACK		STU. SIGN		FACULTY SIGN													
21	<b>INTRO TO MS EXCEL</b> -WORKING WITH SPREADSHEETS, STYLE & EDITING SECTION, TABLE & CELL FORMATTING												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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22	<b>MS EXCEL (FORMULAS)</b> -BASIC MATH FORMULAS, TEXT & LOGICAL FORMULAS, DATE & TIME FORMULAS												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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23	<b>MS EXCEL (FORMULAS MENU)</b> -AUTO SUM, FUNCTION LIBRARY SECTION												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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24	<b>MS EXCEL (DATA VALIDATION &amp; FILETRING)</b> -VALIDATIONG DATA, FILTER OUT DATA												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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25	<b>MS EXCEL (FREEZING)</b> -FREEZING PARTICULAR ROWA & COLUMNS												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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26	<b>MS EXCEL (PAGE LAYOUT MENU)</b> -THEMES SECTION, PAGE SETUP, PRINTING												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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27	<b>MS EXCEL (SUBMISSION WORK)</b> -MAKE ATTENDANCE REGISTER												<table border="1"> <tr><td>A</td><td>B</td></tr> <tr><td>C</td><td>D</td></tr> </table>		A	B	C	D												
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PR.	STUDENT RESULT, PURCHASE, SALES & STOCK RECORDS												____/10																	
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