

Level Completion Certificate

This is to certify that:

Samy Emad Samy Abdulrazik

Successfully completed

Excel Spreadsheets

In this course, the student learned the basics of using the spreadsheet application using Excel. The course covered the aspects of formulas, mathematical functions and coordination, how to create charts, proofing and printing. The course is part of a series of IC-DL-Base courses, with a duration of (2) hours of interactive and training.

A handwritten signature in black ink, belonging to Hiba abu Odwan.

Hiba abu Odwan

16/9/2023

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Word Processing

In this course, the student learned the basics of dealing with texts and formats and modifying them using Word. The course covered various topics such as special symbols, search and replacement methods, patterns and objects, and how to merge correspondence and prepare output. The course is part of the ICDL-Base series of courses. By two (2) hours of training and interactive.



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Internet & Email Essentials

The student learned how to use e-mail using Outlook proficiently, general and comprehensive concepts of Internet browsing, communication and communication, and what are the best practices of using the Internet safely. The course is part of the ICDL-Base series of two (2) hours of interactive training.



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Computer Essentials

In this course, the student learned the necessary concepts in the basics of the computer and dealing with all its components, such as input and output tools, storage and compression units, networks, security and protection, and how to control the computer in general. The course is part of the ICDL-Base series of two (2) hours of interactive training.



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