

Certificate

BOMMALI BHEEMA TEJA

Successfully Completed Training Program in

MICROSOFT OFFICE

The following subject matters were covered in this training:

From 08th May 2017 to 05th June 2017

WORD

- ❖ Working with Documents
- ❖ Formatting Documents
- ❖ Drawing
- ❖ Creating tables
- ❖ Mail Merge and Printing Documents

EXCEL

- ❖ Working with Spreadsheets
- ❖ Creating and formatting tables
- ❖ Creating Charts
- ❖ Functions and formulae
- ❖ Printing worksheet

POWER POINT

- ❖ Creating a presentation
- ❖ Formatting a presentation
- ❖ Adding Graphics to the presentation
- ❖ Adding effects to the presentation
- ❖ Slide Masters, header and footer
- ❖ Generating standalone presentation viewer
- ❖ Printing Handouts

Visakhapatnam, 07th June 2017

M. Venkata Kiran
Co-ordinator

Certificate Number: 27846



[Signature]
Director

Code: 17/MSO/03/11

**Indo-German Institute of
Advanced Technology**

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