



Kelas.com

Certificate of Completion

Id certificate : CERT-7B6AFFE4-EN

This certificate is presented to

Gilang Abdian Anggara

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

Mastering Microsoft Office from A to Z

Instructor **Alif Panji Purna**

Date of Issue : **17/8/2025**



SCAN Here

Andrew Suhadi
CEO Kelas.com

Andrew Suhadi

Learning Recap



Kelas.com

Learner : Gilang Abdian Anggara
Course Taken : Mastering Microsoft Office from A to Z
Duration : 3 Hours 28 Minutes

Curriculum

- | | |
|--|---|
| 1. Features and Functions of Microsoft Word | 6. Creating Structured and Professional Reports |
| 2. Simulating the Creation of Professional Documents | 7. Key Features and Functions of Microsoft PowerPoint |
| 3. Editing and Formatting Text in Word Documents | 8. Designing Engaging and Effective Presentations |
| 4. Fundamentals of Using Microsoft Excel | 9. Building Polished and Professional Slide Decks |
| 5. Exploring Microsoft Excel Features and Functions | |