10 MINUTE SCHOOL

This is to certify that

RAHUL SAHA

has successfully completed the online course titled **‘MICROSOFT WORD’** and learned the skill in depth, i.e.

Microsoft Word

Core Topics Taught in This Course:

- Basic to Advanced Formulas and Functions
- Document Formatting Tools: Tables, SmartArt, Graphs, and Charts
- Templates and Mock Text
- Document Security and Organization: Headers, Footers, and Page Numbering
- Professional Documents Creation: CVs, Academic Reports & Book Drafts



Ayman Sadiq
CEO, 10 Minute School



Sadman Sadik
Course Instructor



Scan to know the Course Details

Certificate ID: **6614e99dd2fe4** Date Issued: **9 Apr , 2024**