



# Microsoft

Office Specialist

Global Certification



CA CMA CS



The Institute of Certified Accountants

## WHY CHOOSE ICA ?

At ICA, we specialize in equipping institutions with high-quality training solutions designed by Microsoft-certified trainers.

Our programs offer in-depth knowledge and practical skills, enabling institutions to enhance their students' and professionals' productivity and proficiency through comprehensive Excel training.

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# COURSE OVERVIEW

Our Advanced Excel training course is crafted for users with existing experience who want to master complex functions, advanced data manipulation, nested formulas, and data protection. Participants will learn how to use data tables, advanced lookup features for automation, analysis tools for forecasting, and techniques for data consolidation to streamline processes.



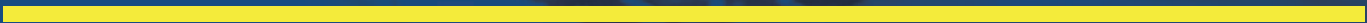
# OUR SERVICES

## **Corporate Training**

We provide tailored training programs for institutions serving small, medium, and large organizations. Our programs feature hands-on exercises and real-world examples to boost productivity, enhance data analysis, and improve reporting accuracy.

## **Institutional Training Programs**

We collaborate with educational institutions to deliver specialized online training for students and working professionals looking to deepen their Excel expertise. With our Microsoft-authorized trainers, participants will demystify advanced Excel functionalities and learn with ease. Institutions can offer these courses at competitive, market-aligned rates.





## HOW IT WORKS

Institutions can access our comprehensive online training course package, which includes all necessary study materials and resources. Institutions can then offer these courses at market prices, enhancing their value proposition to students and professionals.



# PROGRAM HIGHLIGHTS

Self-paced online learning, estimated completion time: 21 hours

Certification includes a 50-minute online exam with 35 questions

Minimum passing score of 70%

Immediate exam results with an official Microsoft certificate and badge upon successful completion

Empower your institution with ICA advanced Excel training and help your students achieve professional excellence.





# Our learners work at Top Companies

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S T



Deloitte.



Cognizant

HCL



rrd



accenture



JPMORGAN CHASE & CO.

sportskeeda



FRAGOMEN





# Microsoft Office Specialist

Anjana Joseph

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel Associate

Excel and Excel 2019

Date of achievement: January 2, 2020  
verify.certport.com wLGGA-Fash

  
Satya Nadella  
Chief Executive Officer



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The Institute of Certified Accountants

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