



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6888500
Procuring Entity DEVELOPMENT ACADEMY OF THE PHILIPPINES
Title 1 LOT PROVIDER OF TRAINING WORKSHOP ON MS EXCEL (BASIC & ADVANCE) FOR 30 PAX
Area of Delivery Metro Manila

Solicitation Number:	395835	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Education and Training Services	Date Published	25/02/2020
Approved Budget for the Contract:	PHP 100,000.00	Last Updated / Time	24/02/2020 17:25 PM
Delivery Period:		Closing Date / Time	28/02/2020 10:00 AM
Client Agency:			
Contact Person:	Jose Camacho Rodriguez buyer San Miguel Ave., Pasig City Metro Manila Philippines 1600 63-02-6310921 Ext.119 63-02-6335570 joe_cam_rod@yahoo.com		

Description

1 LOT PROVIDER OF TRAINING WORKSHOP ON MS EXCEL (BASIC & ADVANCE) FOR 30 PAX

- I. MS Excel Course
 - 1. Essential Excel Functions
 - 2. Data Management
 - 3. Charting
 - 4. Introduction to Pivot Table
- II. Advance MS Excel Course
 - 1. Advance MS Excel Course
 - a. Text Functions
 - b. Logical Functions
 - c. Math Functions
 - d. Look Up Functions
 - 2. Managing Excel Tools
 - a. Conditional Formatting
 - b. Data Validation
 - 3. Analyzing/Presenting Pivot Tablets
 - a. Pivot Table Features
 - b. Change Data Source
 - c. Grouping Data
 - d. Pivot Charts

- e. Using Slicers
- 4. Introduction to Macros
 - a. Macro Security
 - b. Macro Recording

Training Date: March 10 & 11, 2020
Training Place: DAPCC Pasig City

Created by Jose Camacho Rodriguez

Date Created 24/02/2020

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