



**Skills
Development**
www.ileamsda.com

Pineshill Business Center Extension
(former HOPE Christian Academy Bldg.)
Km. 5 La Trinidad, Benguet

09215156637 09062859000

December 5, 2016

ATTY. AGUSTIN P. LABAN III, CPA
OIC- Office of the Schools Division Superintendent
Baguio City Division

Dear Atty. Laban:

Greetings!

I Learn Skills Development, A training firm that provides trainings and seminars in the field of Information and Communications Technology will conduct a series of trainings that aims to encourage teachers to make use of Technology for effective teaching. This Specialized Training in Information and Communications Technology includes;

1. ICT in Teacher Professional Development Next Generation of Teachers Workshop;
2. Getting the most from Microsoft Excel; A Comprehensive One Day Workshop;
3. Advance Microsoft Excel Techniques; and
4. Powerful PowerPoint for Educators: Preparing E-Learning and Interactive PowerPoint for the 21st Century Learners Workshops.

The training will be conducted by Ms. Maria Vekka Katrina Ridon, a Certified Microsoft Innovative Educator Expert. The target participants to this activity are teachers, school administrators, and ICT coordinators. For question or queries, and reservations, kindly text or call the undersigned at 092151566367.

Inview thereof, we are inviting your teachers in the division to attend this training workshop for a minimal fee. It is also our fervent prayer that your office release to the field a memorandum on this event so that we may be able to maximize the participation of all intended audience. Your favorable response will be remembered with esteemed appreciation. Please find attached copy of the course outline and the schedule of workshops.

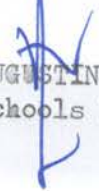
Thank you very much and God richly bless you.

Sincerely,


Palileng, Reygorio E.

To: All School Administrators, School Heads,
& Teachers Concerned - Elem. & Secondary
(Public & Private)

FOR YOUR INFORMATION AND
APPROPRIATE ACTION.


ATTY. AGUSTIN P. LABAN III
OIC - Schools Division Superintendent



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ICT in Teacher Professional Development Next Generation of Teachers Workshop

Presented by: ILearn Skills Development

Venue: 2nd Floor, Pines Hill Business Centre Extension. (Former Hope Christian Academy Building)
Km 5, La Trinidad, Benguet

Number of Participants: Maximum 12 per batch

1. ICT in Teacher Professional Development Next Generation of Teachers Workshop;
First Batch: January 21, 22, 28, 29 and February 4 2016
Second Batch: March 4, 11, 18, 25, 26
Succeeding Batch: To be scheduled.
Training Fee: Php. 3,500.00 inclusive of training kit and Notarized training certificate.
2. Getting the most from Microsoft Excel; A Comprehensive One Day Workshop;
First Batch: January 9, 2016
Second Batch: January 12, 2016
Succeeding Batch: To be scheduled.
Training Fee: Php. 1,500.00 inclusive of training kit and Notarized training certificate.
3. Advance Microsoft Excel Techniques;
First Batch: January 10, 11, 2016
Second Batch: January 13, 14, 2016
Succeeding Batch: To be scheduled.
Training Fee: Php. 2,500.00 inclusive of training kit and Notarized training certificate.
4. Powerful PowerPoint for Educators: Preparing E-Learning and Interactive PowerPoint for the 21st Century Learners Workshops.
First Batch: February 18, 19, 2016
Second Batch: February 18, 19, 2016
Succeeding Batch: To be scheduled.
Training Fee: Php. 1,990.00 inclusive of training kit and Notarized training certificate.

To Reserve your slot you may call or text: 09215156637 your name and desired training date.
Interested participants may enroll in our 1 on 1 Tutorials class.

ICT in Teacher Professional Development

Next Generation of Teachers Workshop

Presented by: iLearn Skills Development

Venue: Pineshill Business Center (Back of RCBC) Km 5, La Trinidad, Benguet

Date:

**January 21, 22, 28, 29 and February 4, 2017
(5 days)**

Day
1

Productivity Tools For Teachers
Ms Word for preparing Syllabus and Lesson Plans
Ms Excel for Automated Grading Sheet

Day
2

The Internet and E-Learning tools
The internet as aid for searching teaching materials.
Converting PDF to Word online.
Cloud Computing
E-Learning Tools

Day
3

Multimedia Tools Part 1
Adobe Photoshop
Adobe Illustrator

Day
4

Multimedia Tools Part 2
Audio Recording and Editing
Ms Powerpoint for Interactive Presentation

Day
5

Activity Day with Output Presentation
Digital Story Book
Templates eg. Book Report
Flash Cards

Training Fee: Php. 3,500.00 inclusive of training kit and Notarized Training Certificate.

EARLY-BIRD RATE: Php 2,999 pesos If paid on or before December 28, 2016.

(Availing of the early-bird rate is a waiver of any other discount).

Limited Slots per Batch.

To Reserve your slot you may call or text: 09215156637 your name and desired training date.

POWERFUL POWERPOINT FOR EDUCATORS

**"Preparing E-Learning and Interactive PowerPoint for
the 21st Century Learners Workshop"**

ACTIVITIES

Day 1

Introduction to PowerPoint
Basic PowerPoint Animations
Adding Audio to Presentations
Adobe Illustrator in Preparing Clip Arts and Images

Day 2

Interactive PowerPoint
Adding a score counter to PowerPoint Presentation
Output Presentation (E-Learning Module)

SCHEDULE

February 11-12, 2017 (Saturday and Sunday)
February 18-19, 2017 (Saturday and Sunday)
February 25-26, 2017 (Saturday and Sunday)

9:00 AM - 5:30 PM

Visit <http://ilearnsda.com/ict/>
to download sample powerpoint output



Second Floor
Pineshill Business Center
(Back of RCBC)
Km. 5, La Trinidad, Benguet

Registration: 1900

Inclusive of Certificate, and
Workshop Kit

Reserve your Seat NOW:
Call/Text: 09215156637



www.ilearnsda.com



vekaeun@gmail.com

Presented by:



Newly updated!

Loaded with the practical, easy-to-implement tips and techniques you need to get more done in less time and discover the real power of Excel®!

Getting the Most From

Microsoft® Excel®

TROUBLESHOOTING SKILLS . . .
solve your toughest and most frustrating problems—including printing, editing, formula errors, data validation and more



ESSENTIALS . . . uncover some of the newest features of Excel, what icon sets are and how to use them, how to use the Sort and Filter features, quickly inserting objects in your worksheets, plus how to utilize the Recommended Charts feature for the right chart to get your point across



HOW TO EASILY CREATE flawless spreadsheets, financial reports, presentation-ready graphs, charts and maps and professional-looking graphics, as well as data connections to databases, Web pages, text files and more



PROTECT SHARED FILES CONFIDENTLY . . .
learn how to protect your valuable data and share it with others without worrying about losing it



POWER USER'S TIPS, TECHNIQUES AND SHORTCUTS . . .
all the special secrets you'd love to know on making Excel an even faster, more powerful, more flexible resource: Customizing the ribbon, using the Name Manager, Sparklines, the Quick Analysis tool and much more



What can this workshop do for you?

1 You'll get more done in less time

Do you have more to do than you can get done each day? This workshop will show you how to work smarter, not harder. You'll learn how to breeze through all types of functions, data imports, graphs and financial reporting using little-known shortcuts and time-saving techniques that will leave you with professional results and time to do other things.

2 You'll learn and retain more in one day than you can imagine

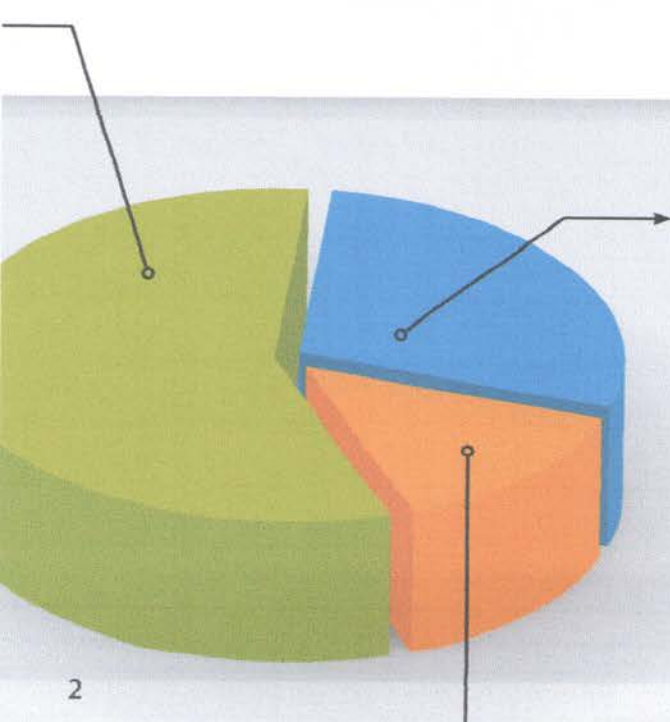
We've presented thousands of computer software classes and found that adults learn more about Excel® and retain that knowledge better through our unique "reinforced demonstration" teaching methods—without using student computers. After all, this workshop isn't about teaching beginners how to use the keyboard or increase "point-and-click" skills. It's designed to teach specific "how-to" and problem-solving skills to users who already know the basics of computers and software. Plus, you won't be waiting for others to finish so you can progress!

3 You'll increase your abilities

Do you ever find yourself searching through an Excel manual ... wishing you had an Excel expert to ask ... or even giving up in frustration and "working around" features you know Excel is capable of because you don't know how to use them? This workshop will show you how to use (and remember) those important features, how to troubleshoot and fix common problems and how to end your Excel frustrations for good, plus much more. After the workshop, you'll be the one others are coming to for advice and assistance!

4 You'll get great resource materials

Not only will your head be full of useful information at the end of the day—you'll also go home with a comprehensive, detailed workbook full of examples, screenshots, step-by-step instructions and your notes from the day. Your workbook will be the perfect refresher for questions or clarification on what you've learned, and it's a great resource for any other Excel functions or operations you'd like to learn about.



On-site training and keynote speaking ...

We can deliver this workshop right to your company's door or provide customized, you-pick-the-day training on any program pertinent to your organization's training goals. Or let our staff of professional trainers add sparkle to your next corporate or association meeting with a stimulating keynote speech designed just for you.

Just one day—that's all it takes to get the performance you need from Excel!

5 You'll build skills and learn techniques you can use immediately

This workshop isn't full of dry theories or textbook explanations. It's a fast-paced, comprehensive day of practical, useful information ... rich in details and "how-to" methods that reflect how real people use Excel to do their jobs every day. Our instructors are more than just great speakers—they're chosen for their real-world experience and plain-spoken teaching style so what you get is exactly what you can use your next day at work.

6 You'll get our money-back guarantee

We guarantee you'll be happy with what you learn during this workshop or we'll return your registration fee. It's that simple—and the workshop is that good.

Comprehensive workshop manual is included

Spend the day learning, not taking notes. Your *Getting the Most From Microsoft® Excel®* workbook is packed with all the tips, techniques and step-by-step instructions taught in the workshop and fully illustrated with sample screenshots. It's an invaluable reference manual that you'll use over and over again.



Here's what you'll learn:



Getting started—
Excel essentials



Formatting and styles—
Getting the look you want



Formulas and
functions—The real
power of Excel



Objects, charts
and Sparklines



Managing your data—
Connections, sorting,
filtering and data tools



Reviewing, sharing
and printing

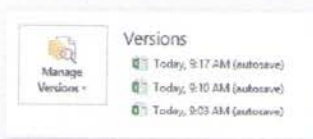
Workshop Agenda

Program Hours: 9 a.m. – 4 p.m.

1 GETTING STARTED —Excel® essentials

In this informative first session, we'll show you how to get started on the right foot. You'll uncover the new start screen in Excel and how you can get a jump on your project by taking advantage of a collection of professionally designed templates, including budgets, calendars, forms, reports and more. You'll also find out how to customize the interface to make working with Excel even easier. You'll also discover ...

- What you need to know about the Excel interface including working with the ribbon
- How to customize the ribbon to increase your productivity and even create new tabs and hide the ones you never use
- What you need to know about the changes in the new Backstage view
- Workbook and worksheet essentials—how to create, manage, save and rename workbooks and worksheets
- How to increase your productivity with special keyboard shortcuts and mouse techniques
- How to make sense out of the huge number of file types when it comes to saving your work
- Uncover all the different Options settings and find out which ones you may want to change depending on how you use Excel



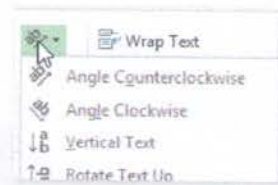
How to manage multiple versions of your workbooks

2 FORMATTING AND STYLES—Getting the look you want

In this session, you'll learn how to create professional-looking worksheets that are easier to read and understand. You'll find out how to use predefined styles and how to manually create your own unique styles that dramatically improve the appearance of your worksheets. You'll learn ...

- How to modify the format of numerical data in your worksheets
- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- How to use the Themes option to quickly change the overall appearance of your worksheet
- How to implement conditional formatting, take advantage of icon sets, utilize improved data labels and a dozen other formatting tips and techniques for making your data stand out

- Quick cell formatting from predefined styles
- How to easily select a range of cells and convert it into a great-looking table that stands out on your worksheet
- Secrets of the Merge and Center button and how to use it to create professional-looking headings
- How to use the Format option to modify cell sizes and visibility and organize and protect your worksheets

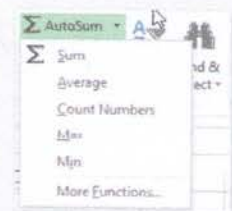


How to change the orientation of text in a cell with just two clicks of the mouse

3 FORMULAS AND FUNCTIONS—The real power of Excel

In this session, you'll uncover the real power of Excel. You'll learn how to create formulas using the functions built into Excel to really make sense out of your data. You'll learn about the functions contained in the Function Library, including many of the newest ones, and how to correctly use them in your formulas. You'll also find out how to troubleshoot formula errors and how to quickly resolve them. Also in this session ...

- Master the mysteries of relative and absolute cell references—"must-know" information for working with formulas
- Discover the Function Library and how to add functions to your formulas and make sure you're using the correct syntax
- How to use the Insert Function dialog box and quickly get help on how the selected function works
- How to use the Name Manager to name a data range and use it in your formulas to save time and effort
- How to use the Error Checking feature to spot common errors in formulas
- How to use the Watch Window to see the values of selected cells as you change values on your worksheet
- How to use the Evaluate Formula dialog box to check each part of your complex formulas individually to locate and correct any errors
- How to take advantage of the Quick Analysis tool to get instant data analysis

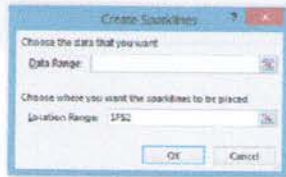


Uncover the other functions that can be accessed from the AutoSum button

4 OBJECTS, CHARTS AND SPARKLINES

In this session, you'll learn how to create stunning visual effects by adding objects, charts and Sparklines to your worksheets. You'll learn how to make your worksheets come alive with 2-D and 3-D charts, Sparklines and other objects that can instantly convey the information contained in your data. You'll learn ...

- How to quickly insert objects such as pictures, clip art, shapes and more with just a few clicks of the mouse
- How to insert complex mathematical equations and symbols into your worksheets
- How to use the Screenshot feature to quickly insert a screenshot of any open application
- How to quickly select your data and insert a chart into your worksheet
- The best way to visualize your data in a chart by using the Recommended Charts feature
- How to use the Chart Tools to create stunning charts that have that professional look
- The changes to the Chart Ribbon and how to create a combo chart
- Stock, Surface, Doughnut, Bubble and Radar—how using advanced chart types can capture your audience's attention



How to insert a Sparkline in a cell for a visual representation of your data

5 MANAGING YOUR DATA—Connections, sorting, filtering and data tools

Have you ever retyped data from a text file, database or other application into Excel? Well, we'll show you how to automatically import data from a variety of sources directly into Excel and save hours of work. Once you've got your data into Excel, you need to know how to sort and filter the data to pull up only the information you need and that's also included in this session. In this session, you'll learn ...

- How to connect to a variety of data sources, such as SQL Server®, Windows Azure™ Marketplace and others and import data into Excel
- How to use the Sort feature to sort on not only values of cells but the color of the cells, color of the cell font and more
- How to prevent bad data from being entered by using the Data Validation feature
- How to automatically add subtotals to several rows of related data with just a couple of mouse clicks
- Using the powerful filter features of Excel to view only the data you have need of
- How to insert a slicer to interactively filter data
- How to easily separate the contents of one cell into multiple columns such as first and last names
- How to take advantage of the new Flash Fill tool to quickly fill out an entire column of data
- How to create custom lists for use in sorts and fill sequences

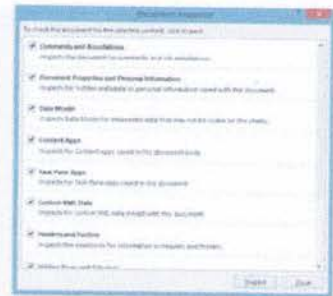


How to quickly remove duplicate rows from a worksheet

6 REVIEWING, SHARING AND PRINTING

In this session, you'll learn how to easily share your workbook with others, but you'll have the confidence to know that your data is secure. You'll also find out how to review a worksheet, add comments, track changes and finally how to print an entire worksheet or only the portion you need. Included in this session ...

- How to add comments to a worksheet
- Keeping track of the changes made to a spreadsheet by others so you can decide which to keep and which to discard
- How to protect a workbook so that only those you choose can open it
- The steps you'll need to take in order to share your workbook with others, including how to use the OneDrive™ for Business feature
- How to quickly check for issues such as compatibility with previous versions before you share your workbook
- How to create a range of cells that other users can edit while the rest of the worksheet is locked
- How to save time by creating a custom view to select a print area you need to print on a regular basis
- How to use the Print Titles feature to specify rows and columns to repeat on each printed page
- How to use the Browser View Options feature to pick what users can see when the workbook is viewed on the Web



How to remove personal information from a workbook before it is shared

"A great time saver and efficiency investment—I wish I had taken this course earlier."

—Cecilia P. Gapsin
Teacher

"I am an advanced Excel user, but I was amazed at how many tips I learned in this workshop to speed up my everyday tasks."

—Praise Mejia
College Instructor

Loaded with the practical, easy-to-implement tips and techniques you need to get more done in less time and discover the real power of Excel[®]!

"I really got an understanding of Excel and how it could work for me. Also a host of examples to simplify and speed up the reports for which I'm currently using Excel. I'm anxious to get to work and put this new knowledge to use."

– Hermielyn S. Compala
Teacher

"Really learned a lot! Was shown aspects I wasn't aware of—as well as shortcuts! Looking forward to using Excel with these new tips and techniques."

– Maritess Tam-og
Teacher

"I feel more confident going back to work and experimenting with the tools I learned."

– Claire Alindog
Teacher

"I like to think of myself as an Excel guru, only this workshop proved me wrong!"

discovered today. Thank you for such an engaging presentation."

– Eleanor Valles
Abatan Emergency Hospital

"This is a class that every company using Excel should enroll its employees in."

– Rosendo Palleng, CPA

Five more good reasons why you will want to attend this program ...

1. Our Excel trainers are the best ... period. We choose only the pros who have a proven track record of training effectiveness, professionalism and expertise. And what's more, they're exciting communicators who'll provide you with one of the most interesting days you've ever spent.
2. We give you only the most important, important information. There's a lot of information out there that could take you years to gather on your own. In six short hours, we'll give you what we believe is the best, most important information to help you be the best you can be.
3. Practicality is emphasized. You will leave this seminar with specifics you can apply immediately. And you won't go home empty-handed. You'll leave this workshop with a Certificate of Attendance; a soundly researched, unabridged workbook; and step-by-step guidelines for using the information you've just learned. We promise you'll get results your very next day back at work.
4. The value is unbeatable. Not only is our enrollment fee among the lowest you'll find, when four or more enroll from the same organization, you'll enjoy a significant discount.
5. Our guarantee is unconditional, straightforward and the very best in the industry. How can we be so confident? Because we work hard before the workshop to make sure you're happy *after* the workshop. Pertinent, up-to-date information you can really use, a convenient meeting location, workshop registrars who are courteous and helpful and a trainer who grabs your attention and takes you on an exciting journey full of fun and facts. We believe you'll love every minute of it. Millions of satisfied participants from around the country are sold on iLearn Skills Development. Why not join them?



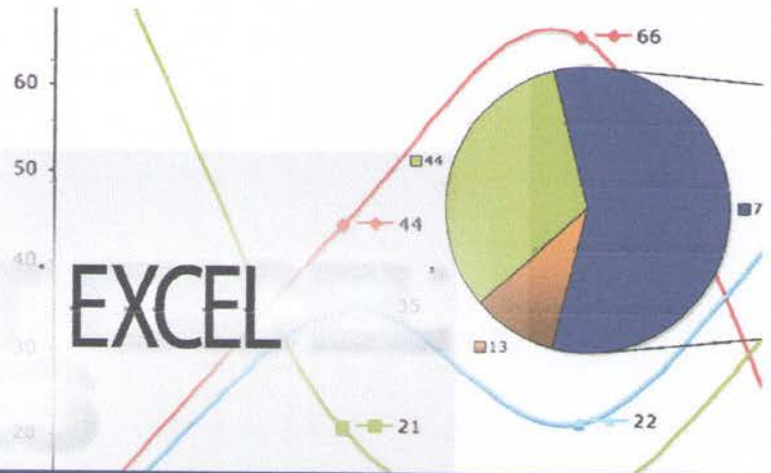
Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you're dissatisfied for any reason, let us know right away—we'll issue you a refund or arrange for you to attend another iLearn Skills Development program. It's that simple.

iLearn Skills Development invites you to attend a very special two-day workshop ...

ADVANCED MICROSOFT TECHNIQUES

EXCEL



Put the real power of Excel to work for YOU

Microsoft Excel is the spreadsheet and reporting software of choice for today's busy professional. From accountants to administrative assistants, from warehouse personnel to the marketing department, you'd be hard-pressed to find a spot in any organization where this well-known software program isn't used. But with the daily demands we all face, few of us truly get to know all the in's and out's of a software program, and who's got time to spend countless hours on trial-and-error methods for the one answer you need? Fortunately, that's no longer necessary—not with this valuable program that's available right now.

You DON'T need a programming degree to learn Excel features that'll change the way you work ...

Each part of the workshop focuses on in-depth Excel skills like:

- Data analysis and formulas
- PivotTables
- Implementing VBA
- Time-saving shortcuts
- Design and formatting tips that'll make your spreadsheets pop—and a whole lot more.

The next time you think "It sure would be nice to ...," using the skills taught in this class, you'll be able to!

ENROLL TODAY and get advanced Excel techniques you'll be able to put to use your very next day back at work

Enroll on-line at www.ilearnsda.com
or call 09215156637

Bring this training to your organization—call 09215156637

Presented by: iLearn Skills Development



Practice what you learn in
8 Hands-on Labs

DAY ONE:

LAB 1: Creating custom fill lists

LAB 2: Creating custom forms

LAB 3: Installing and utilizing the Analysis ToolPak

LAB 4: Creating advanced charts and Sparklines

DAY TWO:

LAB 5: PivotTable® and PivotChart® reports and slicers

LAB 6: Implementing VBA

LAB 7: Publishing data to the Web

LAB 8: Securing your data

See back for the complete workshop outline.

Learn advanced
techniques from
true Excel experts

Workshop Agenda

PROGRAM HOURS: 9:00 a.m. – 4:00 p.m. both days

Day 1

■ Time-saving techniques

- How to format large blocks of cells quickly and efficiently with the power of Format Painter
- Make your titles and headings stand out by using the Merge and Center formatting feature
- How to fill out an entire column of data using the new Flash Fill tool
- Why and how to create relationships between tables
- How to quickly create custom AutoFilters to view your data the way you want to and how to take advantage of the search filter
- Simple techniques to connect to a variety of data sources, such as SQL Server, Windows Azure Marketplace and others and import data into Excel

■ Designing forms and formatting

- How to create stunning 3-D effects with your cells and implement artistic effects on images in your worksheets
- Using templates to create your worksheet can have you finished and on to the next project in a fraction of the time
- How to use Excel to quickly create professional-looking forms in minutes (not hours!)
- How to implement conditional formatting, take advantage of icon sets and improved data labels and a dozen other formatting tips and techniques for making your data stand out
- How to add control items to your worksheets, including combo boxes, list boxes, option buttons and many others

■ Data analysis and formulas

- How to take advantage of the Quick Analysis tool to get instant data analysis
- Using the Goal Seek function to help determine how to get your desired result
- How to utilize the new functions added to Excel
- How slicers can now also filter data in Excel tables, query tables and other data tables in addition to PivotTables
- How to use the Scenario tool to do a what-if analysis

■ Advanced charting and graphing functions

- How to quickly create a basic chart with a single keystroke
- Use pictures to create exciting charts that are even more descriptive than typical line and bar charts
- How to insert a Sparkline into a cell to instantly reveal patterns in your data
- The best way to visualize your data in a chart by using Recommended Charts
- The changes to the Chart ribbon and how to create a combo chart

Day 2

■ Getting the most out of PivotTable® and PivotChart® reports

- The in's and out's of Excel PivotTable and PivotChart reports, including how to create a stand-alone PivotChart
- How to quickly drill down, drill up and cross drill in your PivotTable without having to go back to your source data to identify specific information
- Use the new Recommended PivotTables feature to have Excel recommend different ways to summarize your data
- Create PivotTables based on multiple tables
- How to change your PivotTable field settings to a variety of options such as average, minimum, maximum or even custom settings

Confidently tackle complex data analysis, advanced charting and graphing, PivotTables, PivotChart reports and more!

■ Maximizing the power of Excel with VBA and macros

- A simple tool for learning VBA syntax, including how to reference specific cells, a range of cells, worksheets and more
- How to use loops to repeat commands multiple times
- View and modify modules, forms and other worksheet code using the Project Explorer and Visual Basic Editor
- How to write conditional If/Then statements in your code that can be used to execute other functions, control program flow, allow user input and perform many other functions
- How to create and use your own custom functions

■ Excel and the Internet

- How to get continuously updated data from a Web site into a worksheet
- Creating a macro that will update a chart published to a Web page at regular intervals
- How to embed worksheet data in a Web page
- Save time with the Excel Web Data add-in feature by using Web page data as a data source in your spreadsheet
- How to utilize the new features of Excel to share files and work with other people

■ Validating and securing your data

- How to lock values and formulas in your Excel worksheets
- Track down mistakes in your worksheet using the Formula Auditing tools
- How to use the Trust Center settings to manage Excel security
- How to share your Excel workbook and not worry about someone making changes that'll ruin your work
- How to use Data Validation to make sure the data going into any cell meets the criteria you've specified

Enroll on-line at www.ilearnsda.com
or call 09215156637

