

# INSIGHT TRAINING CENTRE

52 Kombo Sillah Drive, Churchill's Town, Brikama Highway, Box 3138 Serekunda.  
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Statement of Result



**KODOU SENGHORE**

Has attended the above Training Centre between

March 2010 \_\_\_ to \_\_\_ June 2010 \_\_\_ Ref.No: IT-2043/10

During which she studied the under-listed modules leading to  
the award of **CERTIFICATE** in

**Information Technology Award**

|  | GRADES     |
|--|------------|
| <b>WORD PROCESSING (IT)</b>  | <b>68%</b> |
| Entering Text and Save to Storage Devices                            | Credit     |
| Loading an Existing Text   | Credit     |
| Inserting Words & Paragraphs in appropriate position                 | Credit     |
| Deleting Words and Paragraphs from appropriate position              | Credit     |
| Spelling & Grammar Checking  | Credit     |
| Using Find & Replace Facility  | Credit     |
| Margin Settings (Left, Right, Top, Bottom, Justification)            | Credit     |
| Formatting Text (Bold, Underline, Centre, Colour & Line Spacing)     | Credit     |
| Printing Document  | Credit     |
| <b>SPREADSHEET PROCESSING (IT)</b>                                   | <b>69%</b> |
| Entering Text & Numerical Data                                       | Credit     |
| Delete Entries (Cell Size, Format, Fix titles.)                      | Credit     |
| Replace & Replicate Entries (Copy, Cut & Paste)                      | Credit     |
| Using Formula (=, +, (), @sum, @Avg, @IF) & Project New Values       | Credit     |
| Inserting & Deleting (Row & Column & Cell)                           | Credit     |
| Printing Sheet & Formula   | Credit     |
| <b>DATABASE PROCESSING (IT)</b>                                      | <b>72%</b> |
| Set up files containing Alphabetic and Numeric fields within records | Credit     |
| Entering & Editing Data  | Credit     |
| Insert Records & Deleting Records                                    | Credit     |
| Sort Records by a key field  | Credit     |
| Search Records by a key field (Query on Criterion)                   | Credit     |

