

PRESS RELEASE

PSA IX CONDUCTS BASIC MICROSOFT EXCEL TRAINING

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The Philippine Statistics Authority IX spearheaded a basic Microsoft Excel training attended by both regular employees and job order personnel from the regional office. Shaine Natalie A. Jala, Administrative Aide VI, served as the resource speaker and trainer for the hands-on activities. The session began with opening remarks from OIC-CRASD Chief George B. Serilla, who emphasized the importance of understanding and adopting Microsoft Excel skills.




This training covered basic management techniques, including Excel formulas and functions, to enhance participants' ability to prepare worksheet data—an essential skill for administrative and clerical tasks.

The training started with an introduction to the Microsoft Excel interface, focusing on accessibility tools and the general functions of the ribbon section to help participants navigate various features. Basic editing across workbooks and keyboard shortcuts for navigation and data entry were also explored.

During the hands-on session, participants engaged in multiple exercises to apply the concepts discussed. The demonstration began with simple exercises on number and text formatting, as well as copy-pasting methods. Participants then progressed to more challenging activities, exploring advanced Excel functions such as mathematical and statistical formulas, date and time functions, logical and conditional formatting, data validation, lookup functions, charts, and dashboards.

The training concluded with an assessment, where participants evaluated their understanding and application of Microsoft Excel techniques.


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