



DATA ENTRY - INTRODUCTION CERTIFICATE

PROUDLY PRESENTED TO

OBAKENG TERVIN NTIMANE

Online Modules Completed

◦ Data Entry Course Overview ◦ Computer Types for Data Storage ◦ Main Computer Components ◦ General Data Management & Privacy ◦ Getting to Know Excel ◦ Working with Cells ◦ Using Find & Replace ◦ Data Entry Formulas and Functions ◦ Most Used Functions ◦ Creating a Customer Database ◦ Checking Worksheet Integrity ◦ Filing Systems ◦ General Office Procedures ◦ Learning about POPIA



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DATE

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