



Data Entry Certificate

PROUDLY PRESENTED TO

Course Modules

Introduction • Computer Types •
Computer Components • Data Management
• Microsoft Excel Introduction • Workbooks in
Excel • Working with Cells • Find & Replace in
Excel • Formulas and Functions • Most Used
Functions • Excel Database • Excel Worksheet
Integrity • Filing Systems • General Office
7 June 2025 Procedures • POPI Legislation

DATE

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SIGNATURE
EduCourse Director