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SCAN CODE TO VERIFY



# Data Entry Certificate

PROUDLY PRESENTED TO

**KOLEKA PRUDENCE POSWA**

## 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  
Procedures • POPI Legislation

19 April 2025

DATE

A handwritten signature in black ink, appearing to read "D. M. M.", positioned above a horizontal line.

SIGNATURE

EduCourse Director

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