



# Data Entry Certificate

PROUDLY PRESENTED TO

**LESEGO MAETANE**

## 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

1 March 2024  
DATE

A handwritten signature in black ink, appearing to be "L. Maetane", written over a horizontal line.

SIGNATURE  
EduCourse Director