EduCourse
Online Learning

P R E S E N T S

Data Entry Certificate

PROUDLY PRESENTED TO

MALUSI APHELELE MBANGATA

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
Intergrity • Filing Systems • General Office
Procedures • POPI Legislation

4 June 2024
DATE

SIGNATURE
EduCourse Director