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SCAN CODE TO VERIFY



Data Entry Certificate

PROUDLY PRESENTED TO

PRETORIUS

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

17 February 2025

DATE

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

SIGNATURE

EduCourse Director