EduCourse
Online Learning
PRESENTS

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 Intergrity • Filing Systems • General Office Procedures • POPI Legislation

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DATE

SIGNATURE
EduCourse Director