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SCAN CODE TO VERIFY



Data Entry Introduction Certificate
PROUDLY PRESENTED TO

Course Modules

Data Entry Course Overview • Computer Types for Data Storage • Main Computer Components • Data Management • Getting to know Excel • Workbooks in Excel • Working with Cells • Using Find & Replace • Formulas and Functions • Most Used Functions • Creating a Customer Database • Checking Worksheet Integrity • 17 January 2025 • General Office Procedures • Learning About POPIA

DATE

SIGNATURE EduCourse Director