EduCourse
Online Learning
PRESENTS

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SCAN CODE TO VERIFY

# Data Entry Certificate

PROUDLY PRESENTED TO

**JWALANE DAZREE KHAMBULE**

## 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 July 2025**
DATE

SIGNATURE
EduCourse Director

9704011063086