



Data Entry Certificate

PROUDLY PRESENTED TO

NKOSI THOBEKILE PORTIA

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

DATE

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

SIGNATURE
EduCourse Director