



77EB58D22A-77DF9A3D67-75C105A187

SCAN CODE TO VERIFY



Data Entry Certificate

PROUDLY PRESENTED TO

BEN MATLHATSI MALOKA

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

10 November 2025

DATE

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

SIGNATURE

EduCourse Director

9205235930084