



77EBA4D1A2-77DFE66007-75C151C427

SCAN CODE TO VERIFY



Data Entry Certificate

PROUDLY PRESENTED TO

KEGAUGETSWE MERCY MAKOFANE

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

11 December 2025

DATE

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

SIGNATURE

EduCourse Director