



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

DATE



SIGNATURE
EduCourse Director