



77EBD2213A-77E570D6F7-75C17EF03D

SCAN CODE TO VERIFY



Data Entry Certificate

PROUDLY PRESENTED TO

ALPHA JOHN KAFUMBWE

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

4 January 2026
DATE

A handwritten signature in black ink, appearing to read "Alpha John Kafumbwe", written over a horizontal line.

SIGNATURE
EduCourse Director