



77EBD2BD15-77E57172D2-75C17F8C18

SCAN CODE TO VERIFY



# Data Entry Certificate

PROUDLY PRESENTED TO

**KEAMOGETSE**

## 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

5 January 2026  
DATE

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

SIGNATURE  
EduCourse Director