



77FD3A00C3-77F17B8F28-77EB57EA20

SCAN CODE TO VERIFY



Data Entry Certificate

PROUDLY PRESENTED TO

LESEGO MAKHAFOLA

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

24 February 2026

DATE

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

SIGNATURE
EduCourse Director