



Microsoft Excel - Basics

PROUDLY PRESENTED TO

NGAZIBINI SPENCER

Course Modules

- Getting to know Excel
- Working with Cells
 - Modifying Columns, Rows, and Cells
- Formatting Cell
- Understanding Number format in Excel
- Using Find & Replace
- Formulas and Functions
- Most Used Functions

26 March 2026

DATE

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

SIGNATURE

EduCourse Director