



1570ECD51-15136FC04-14B22E5D5

SCAN CODE TO VERIFY



Microsoft Excel - Basics

PROUDLY PRESENTED TO

NTOKOZO ZODWA PHOSWA

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

29 October 2023

DATE

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

SIGNATURE

EduCourse Director