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SCAN CODE TO VERIFY



Microsoft Excel - Basics

PROUDLY PRESENTED TO

KAYLYN TITUS

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

18 January 2024

DATE

SIGNATURE

EduCourse Director