



7597A82E4D-7591D05D00-758BBC46D1

SCAN CODE TO VERIFY



# Microsoft Excel - Basics

PROUDLY PRESENTED TO

**AMAHLE BELLE NGCOBO**

## 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

11 April 2026

DATE

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

SIGNATURE

EduCourse Director