



Microsoft Excel - Basics

PROUDLY PRESENTED TO

NOKWAZI IMMACULATE SINDANA

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 February 2026
DATE

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

SIGNATURE
EduCourse Director