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SCAN CODE TO VERIFY



Microsoft Excel - Basics

PROUDLY PRESENTED TO

BALUNGILE GCINA

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 "D. M. ...", written over a horizontal line.

SIGNATURE

EduCourse Director

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