



# Microsoft Excel - Basics

PROUDLY PRESENTED TO

**NKULULEKO KOFI**

## 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

12 February 2026  
DATE

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

SIGNATURE  
EduCourse Director

