



AVUXENI
COMPUTER ACADEMY
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Certificate

This is to certify that

TIYANI MANGANYI

ID. No:

0012255422086

has successfully completed the

DIPLOMA IN OFFICE ADMINISTRATION

with the following modules

Operate a PC
Concepts of ICT
ICT Maintenance
ICT in Society
Keyboard Skills
MS Word: Create & Edit Documents
MS Word: Format Documents
MS Word: Tables & Columns
MS Word: Document Merge
MS Excel: Create & Edit Spreadsheets
MS Excel: Solve a Problem
MS Excel: Charts & Graphs
MS PowerPoint: Prepare & Produce a Presentation
MS PowerPoint: Enhance a Presentation
Internet & Email: Send & Receive Mail
Internet & Email: Edit an Email
Internet & Email: Using different Web Browsers
Internet & Email: World Wide Web

Completed

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Training Manager

