



**(NCV) NATIONAL CERTIFICATE VOCATIONAL**

DATE	SUBJECT	ACTIVITY
<b>OFFICE ADMINISTRATION L2</b>		
3 Aug 2020	Office Data Processing L2	Test 1 continued
4 Aug 2020	Office Data Processing L2	Test 1 continued  <b>Topic 7: Excel</b> <i>Read page 245 - 252 in textbook</i>  Type Act 7.5 on page 262 of textbook
5 Aug 2020	Office Data Processing L2	Topic 7: Excel Type Act 7.8 on page 265 of textbook
6 Aug 2020	Office Data Processing L2	Topic 7: Excel Type Act 7.13 on page 270 of textbook
7 Aug 2020	Office Data Processing L2	Topic 7: Excel Type Act 7.17 on page 272 of textbook