



SMART PATH

FET COLLEGE & WELLNESS INSTITUTE

LEARNER INFORMATION

Field	Information
Name & Surname	
ID / Student No	
Contact Number	
Course Dates	

COMPUTER & DIGITAL SKILLS FOR EMPLOYMENT

Integrated Practical Exercise File and Portfolio of Evidence (POE)

Duration: 4 Weeks

Total Marks: 100

Pass Mark: 50%

INSTRUCTIONS

This Portfolio of Evidence (POE) contains practical activities covering all four modules of the Computer and Digital Skills for Employment programme.

Learners are required to:

- Complete all activities.
- Save all files professionally.
- Attach all documents to one email.
- Submit all evidence to:

admin@smartpathsa.co.za

MODULE 1: COMPUTER FUNDAMENTALS, INTERNET AND JOB READINESS (25 Marks)

QUESTION 1: Computer Components (5 Marks)

Match the following components with their functions:

Component	Function
CPU	
RAM	
Keyboard	
Monitor	
Storage Device	

QUESTION 2: Hardware and Software (5 Marks)

Classify the following:

Item	Hardware or Software
Microsoft Word	
Mouse	
Printer	
Windows 11	
Excel	

QUESTION 3: File Management Activity (5 Marks)

Create the following folders on your computer:

Job Applications

├── CVs

├── Certificates

└── Cover Letters

Take a screenshot and save it as:

FolderStructure_YourName.jpg

QUESTION 4: Internet Research Activity (5 Marks)

Search for three websites where people can apply for jobs in South Africa.

Complete the table:

Website	Web Address
1	
2	
3	

QUESTION 5: Professional Email (5 Marks)

Write an email applying for a position.

Include:

- Subject line
- Greeting
- Body
- Closing
- Signature

Save as:

Professional_Email_YourName.docx

MODULE 2: MICROSOFT WORD

(25 Marks)

QUESTION 6: Create a Curriculum Vitae (10 Marks)

Create your own CV.

Include:

Personal Information

- Name
- Contact details

Education

Work Experience

Skills

References

Save as:

CV_YourName.docx

QUESTION 7: Formal Letter (10 Marks)

Create a professional job application letter.

Include:

- Date
- Employer's details
- Subject
- Introduction
- Body
- Conclusion

Save as:

JobApplicationLetter_YourName.docx

QUESTION 8: Formatting Activity (5 Marks)

Format the following:

- Font size 12
- Headings bold
- Centre title
- Add page border
- Add page numbers

Save as:

FormattingActivity_YourName.docx

MODULE 3: MICROSOFT POWERPOINT (25 Marks)

QUESTION 9: Presentation (15 Marks)

Create a PowerPoint presentation titled:

"My Career Goals"

Include at least:

1. Title Slide
2. About Me
3. My Strengths
4. Career Interests
5. My Goals
6. Conclusion

Requirements:

- ✓ Theme
- ✓ Images
- ✓ Slide transitions
- ✓ Animations

Save as:

CareerGoals_YourName.pptx

QUESTION 10: PowerPoint Design Principles (10 Marks)

Answer the following:

Why should slides contain minimal text?

Why are images important in presentations?

Name three elements of a good presentation.

1.

2. _____

3. _____

MODULE 4: MICROSOFT EXCEL
(25 Marks)

QUESTION 11: Create the Following Spreadsheet (10 Marks)

Product	January	February	March
Water	1200	1350	1400
Juice	850	920	1000
Cooldrink	1500	1600	1750
Energy Drink	600	750	900
Ice Tea	700	850	950

Save as:

MonthlySales_YourName.xlsx

QUESTION 12: Formulas and Functions (10 Marks)

Create:

Total Sales

Using:

=SUM(B2:D2)

Create:

Average Sales

Using:

=AVERAGE(B2:D2)

Calculate:

- Highest Value
 - Lowest Value
-

QUESTION 13: Create a Chart (5 Marks)

Create a:

Clustered Column Chart

Include:

- Chart Title
- Axis Titles
- Data Labels

Save the workbook.

FINAL INTEGRATED PROJECT

(BONUS 20 Marks)

Imagine you are applying for an administrative position.

Prepare the following:

Word Document

✓ CV

✓ Cover Letter

PowerPoint Presentation

"Why I Should Be Hired"

Minimum 5 slides.

Excel Spreadsheet

Monthly Budget Planner containing:

- Income
- Expenses
- Savings

Use formulas to calculate totals.

FILES TO BE SUBMITTED

Module 1

☐ FolderStructure_YourName.jpg

☐ Professional_Email_YourName.docx

Module 2

- ☐ CV_YourName.docx
 - ☐ JobApplicationLetter_YourName.docx
 - ☐ FormattingActivity_YourName.docx
-

Module 3

- ☐ CareerGoals_YourName.pptx
-

Module 4

- ☐ MonthlySales_YourName.xlsx
-

EMAIL SUBMISSION

To:

admin@smartpathsa.co.za

Subject:

Computer and Digital Skills for Employment POE – [Your Name]

Example:

Computer and Digital Skills for Employment POE – John Smith

DECLARATION

I declare that the work submitted in this Portfolio of Evidence is my own and that I have completed all activities independently.

Learner Signature: _____

Date: _____

PREPARED BY

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FOUNDER & DIRECTOR

SMART PATH FET COLLEGE & WELLNESS INSTITUTE