



SMART PATH

FET COLLEGE & WELLNESS INSTITUTE

LEARNER INFORMATION

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

COMPUTER & DIGITAL SKILLS FOR EMPLOYMENT

VIDEO REFERENCES

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

<https://www.youtube.com/watch?v=qfUZBKDh9BY>

[Hardware vs Software: The Key Difference Explained](#)

[Introduction to Computing - Software and Hardware Fundamentals](#)

MODULE 2: MICROSOFT WORD

<https://www.youtube.com/watch?v=2MCmn2L50o>

MODULE 3: MICROSOFT POWERPOINT

<https://www.youtube.com/watch?v=KqgyvGxISxk>

MODULE 4: DIGITAL SAFETY, INTERNET AND EMAIL

<https://www.youtube.com/watch?v=HxySrSbSY7o>

[\(3\) Internet | Uses of the Internet | Important Internet Terms | CBSE Computer Class 3 - YouTube](#)

MODULE 4: MICROSOFT EXCEL

<https://www.youtube.com/watch?v=wbJcJcKbCMg>