

## School of Business and IT

Digital Literacy (DigLit_A)	
<b>Assignment Number</b>	V200223_1
<b>Assignment Name</b>	Formative Assessment
<b>NQF Level</b>	FET Certificate at NQF Level 04 or equivalent
<b>Due Date</b>	15 March 2023
<b>Marks</b>	Section 1A: Microsoft Word.....[50 Marks] Section 1B: Microsoft Excel.....[50 Marks] Section 1C: Microsoft PowerPoint.....[50 Marks]
<b>Individual / Group Assignment</b>	Individual Assignment
Lecturer Information	
<b>Lecturer</b>	Marié Cross
<b>Lecturer E-mail</b>	maric@aie.ac

### Learning Objectives—Microsoft Word:

- Creating a new document
- Making a document look professional and presentable
- Saving a Document
- Using and customising the Microsoft Word Interface

### Learning Objectives—Microsoft Excel:

- Demonstrate an understanding of the principles of spreadsheets
- Define spreadsheet in terms of its purpose and use
- Name examples of spreadsheet programs
- Provide examples of spreadsheets that can be produced using a spreadsheet application
- Explain the benefits of using a spreadsheet application for producing and working with spreadsheets
- Identify and describe the properties of a spreadsheet in terms of its purpose and use

### Learning Objectives—Microsoft PowerPoint:

- Creating a new presentation
- Making the presentation look professional and presentable
- Saving and presenting their slide show

### Marking criteria:

- The marks to each question is clearly indicated next to the relevant question

### Plagiarism and Referencing:

AIE values honest and ethical behaviour from our students and adapts a zero-tolerance policy to any form of cheating, lying, and stealing; this includes plagiarism.

It is pivotal for students to reference any source material included in their work, e.g. online resources, journal articles, books, newspapers, websites and the like. Failure to do so is an offence and constitutes plagiarism. Plagiarised work will be subject to penalties and disciplinary procedures as set out in AIE's plagiarism policy.

Students need to familiarise themselves with the plagiarism policy and referencing techniques to avoid possible disciplinary procedures.

### Referencing Methods:

AIE provides students with a Referencing Guide that is based on the American Psychological Association (APA) Style of Referencing. The Reference Guide provides an array of examples and includes referencing for text, artwork, images, graphics, photographs and more.

### Assignment Submission and Plagiarism Detection:

Students are required to submit a Declaration of Honesty with every Assignment. If students are suspected of plagiarism, they will be confronted and, if found guilty thereof, they will be subject to the procedures set out in the AIE Plagiarism Policy.

## Formative Assessment – Digital Literacy

Digital Literacy A (DigLit_A)				
<b>Declaration:</b>				
I/we declare that all the information included in this assignment is my/our original work, apart from where source material has been acknowledged. I/we acknowledge that I/we am/are aware of AIE's Plagiarism Policy and understand the consequences of breaching this policy – as well as any other AIE policy relevant to me/us.				
<b>Student Name</b>				
<b>Student Number</b>				
<b>Student Signature</b>				
<b>Date</b>				
<b>Plagiarism Report attached</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Please mark the applicable box with an "X"			
Marks and Comments				
<b>Final Marks</b>	Microsoft Word:	[ _____ /50]	_____ %	
	Microsoft Excel:	[ _____ /50]	_____ %	
	Microsoft PowerPoint:	[ _____ /50]	_____ %	
	Final Mark:	[ _____ /150]	_____ %	
	Final Percentage:	[ _____ ]		
<b>Lecturer Comments</b>				

## Instructions and Information

Please read the instructions carefully and make sure you complete all the required sections.

1. When submitting your assessment online please use the following file format: Your initials and surname followed by the qualification and assignment code e.g. **YOURNAME\_DIGLIT\_A\_FA**.
2. You must complete and submit all sections.
3. Assessments must be submitted online by way of the "Assignment Submission" link in the Student Portal before the closing date and time.
4. Submissions must be as per project deliverables and submission requirements as specified below.

Should you feel that there is reason to appeal an assessment outcome an appeal form is provided at the end of this document. Please follow the procedures outlined in that section. Appeal forms must be submitted to student support via the portal ticketing system or email to [students@myacademy.co.za](mailto:students@myacademy.co.za).

## Section 01: Assessment Notification

I, ....., ID Number:.....  
confirm that I am ready to be assessed on this module: **DIGITAL LITERACY A – ESSENTIALS**

Date of Agreement:..... Venue:.....  
Assessment Date:..... Time:.....

Learner Signature:..... Assessor Signature:.....

## Section 02A: Brief for Microsoft Word

Open Microsoft Word and type the following paragraphs in a new Blank Word document. Then follow the instructions below on how to format the document. *Do not add the single border and shading around the paragraphs below.* **Remember to save your file regularly!**

The End is Near!

Something tells me this story isn't going to have a happy ending.

I'm hanging on the side of a cliff by the jagged edges of my broken-off fingernails. The only thing between me and the ground is about half a mile of air, and I don't know how much longer I can hold on. Once I lose my grip—and I'm betting I will, any second now—it's going to be like taking the world's fastest elevator ride to the bottom. Without the elevator.

Good-bye, cruel world! Tell my mom that I love her. Also that there's a half-finished meatball sub under my bed. Knowing her, she's going to want to take care of that sooner rather than later.

This is it! The end of the line for me!

Except... wait a second. Here's the part where my whole life flashes in front of my eyes. And what do you know? Looking back, I guess I've been falling for a long time now.

Falling like Niagara.

Falling like my grades.

Falling like the leaves in... well, you get the idea.

Just take a look, I don't have much time here.

It all started on the day I was born...

### INSTRUCTIONS:

1. Change the font of the entire document to Kristen ITC, and font size 12. [2]
2. Change the paragraph alignment of the entire document to Justify. [1]
3. Apply the following formatting to the heading "The End is Near!"  
Font Size 14 [1]  
Bold [1]  
Small Caps [1]  
Centered [1]
4. Change the font effect of the letter "S" of "Something..." in the 2<sup>nd</sup> paragraph to:  
Dropped Cap [1]  
Dropped by 2 lines [1]  
Dropped in the paragraph [1]

5. Change the font effect of the word "will" in the 3<sup>rd</sup> paragraph to Italics. [1]
6. Insert a Hanging Indent in the 3<sup>rd</sup> paragraph "I'm hanging on the side of a cliff...". [1]
7. Insert a First Line Indent in the 4<sup>th</sup> paragraph "Good-bye, cruel world!" [1]
8. Change the Line Spacing of the document to 1.15 lines. [1]
9. Apply Bullets to the three paragraphs starting with "Falling like...". [1]
10. Insert a Footnote after the sentence "It all started on the day I was born...". The Footnote should be: "And that was just the other day!". [1]
11. Insert a Next Page Section Break at the end of your document. [1]
12. Change the Page Orientation of the new page to Landscape. [1]
13. Type the following heading on the new page:  
The Middle School Series [1]  
Change the alignment of this new heading to Center. [1]
14. Create the following tabs underneath the heading:  
A LEFT Tab at 2cm [2]  
A RIGHT Tab at 14cm with a DOT LEADER, No.2 [4]
15. Type the following text making use of the tabs you have just inserted: [4]  
The worst years of my life .....With Chris Tebbetts  
Get me out of here! .....With Chris Tebbetts  
My brother is a big, fat liar.....With Lisa Papademetriou  
Bullies, broccoli and Snake Hill ..... With ChrisTebbetts  
Ultimate showdown ..... With Julia Bergen
16. Apply an Outside border around the tabbed text. [1]
17. Change the shading of the tabbed text to Grey-25%, Background 2. [1]
18. Apply an "Art Page Border" (any one of your choice), around this section. [1]
19. Search for an online picture of a boy and add the image as a Watermark in this section. [3]



20. Create the following Header and Footer for your document:
 

Header:	Left Aligned, insert the date and time (Update Automatically)	[5]
Header:	Right Aligned, insert your name and surname	[4]
Footer:	Centered, insert the page number	[3]

21. Save your document as: YOURNAME\_DIGLIT\_A\_FA\_SAVE RAFE.

[2]

REMEMBER TO SAVE YOUR DOCUMENT AGAIN IN A *.pdf* FORMAT AND UPLOAD THE *.pdf* FILE TO YOUR STUDENT PORTAL.

TOTAL MARKS ALLOCATED:

[50]

### Submission Requirements

All documents must be submitted in *.pdf* format and uploaded onto the portal.

### Modules Covered

Microsoft Word

## Section 02B: Brief for Microsoft Excel

Open Microsoft Excel and create the following spreadsheet in a new Blank Workbook.

**Remember to save your file regularly!**

	A	B	C	D	E	F	G	H	I
1	SPORTS COACHES PAYMENT ALLOCATIONS								
2									
3		Cricket	185						
4		Hockey	180						
5		Swimming	175						
6									
7				3.85		8%			
8	Coach Name & Surname	Sport	Hours Worked	Kilometres Travelled	Earnings	Commission Earned	Sub-Total	Cash Advances	Final Payment
9	Vernon Clark	Swimming	92	82				810	
10	Kenny Mason	Cricket	88	78				770	
11	Roger Hills	Hockey	72	62				610	
12	Gail Hopkins	Hockey	84	74				730	
13	Trevor Newman	Cricket	96	86				850	
14	Sally Wilken	Swimming	80	70				790	
15	Totals								
16	Averages								
17	Highest								
18	Lowest								

### INSTRUCTIONS:

1. Change the font of all the text in the range A1:I18 to Ink Journal and Font Size 10. [2]
2. Merge and Center the main heading across cells A1 tot I1. [1]
3. Apply the Accounting Formatting to the following ranges:  
C3:C5; D7; E9:I18. [1]
4. Wrap the text over two lines in the following cells:  
A8; C8; D8; F8; H8 and I8. [3]
5. Merge the following cells and change the alignment to right:  
A15:B15; A16:B16; A17:B17 and A18:B18. [2]
6. Perform the following calculations (**REMEMBER THE BODMAS RULE OF OPERATIONS!**):

To calculate the "Earnings" in the range E9:E14, multiply the "Cricket, Hockey or Swimming Rate" in cells C3, C4 or C5 (**Remember to use ABSOLUTE CELL REFERENCING**) with the "Hours Worked" in the range C9:C14, then, in the same formula, add the "Travel Rate" in cell D7 (**Remember to use ABSOLUTE CELL REFERENCING**) multiplied by the "Kilometres Travelled" in

the range D9:D14. Remember to make use of the correct brackets when calculating. [10]  
E.g.  $=((\text{Hours Worked} \times \text{Absolute Rate}) + (\text{Kilometres Travelled} \times \text{Absolute Rate}))$ .

7. To calculate the "Commission Earned" in the range F9:F14, multiply the 8% Commission Rate in cell F7 (**Remember to use ABSOLUTE CELL REFERENCING**) with the "Earnings" in the range E9:E14 respectively. **REMEMBER:** Here you need to do only the first calculation in cell F9, then use the AutoFill Handle to copy the formula down to the range F10:F14. [3]  
E.g.  $=\text{Earnings Answer} \times \text{Absolute Commission \%}$ .
8. To calculate the "Sub-Total" in the range G9:G14, add the Earnings in the range E9:E14 and the Commission Earned in the range F9:F14 respectively. Here you need to do only the first calculation in cell G9, then use the AutoFill Handle to copy the formula down to the range G10:G14. [3]  
E.g.  $=\text{Earnings} + \text{Commission Earned}$ .
9. To calculate the "Final Payment" in the range I9:I14, subtract the Cash Advances in the range H9:H14 from the Subtotals in the range G9:G14 respectively. Here you need to do only the first calculation in cell I9, then use the AutoFill Handle to copy the formula down to the remainder of the range I10:I14. [3]  
E.g.  $=\text{SubTotal} - \text{Cash Advances}$ .
10. In cell C15, use the SUM Function to calculate the totals of the values in the range C9:C14. [1]
11. In C16, use the AVERAGE Function to calculate the average of the values in range C9:C14. [1]
12. In cell C17, use the MAX Function to calculate the highest of the values in the range C9:C14. [1]
13. In cell C18, use the MIN Function to calculate the lowest of the values in the range C9:C14. [1]
14. Make use of the AutoFill handle to drag and copy the formulas from the range C15:C18 to columns D through to I. [4]
15. Change the fill color of cell D7 to Orange, Accent 2. [1]
16. Change the fill color of cell F7 to Green, Accent 6. [1]
17. Change the fill color of cells B3:C3 to Gold, Accent 4. [1]
18. Change the fill color of cells B4:C4 to Purple. [1]
19. Change the fill color of cells B5:C5 to Blue, Accent 5. [1]
20. Change the column widths of all the columns by making use of the AutoFit feature to fit the widest entry in the column. [1]
21. Apply ALL BORDERS to the range A1:I18. [1]



22. Insert the following header:
- On the left hand side in the header, insert the system date. [1]
  - On the right hand side in the header, insert your name and surname. [1]
  - In the center of the footer, insert the page number. [1]
23. Change the Page Orientation to Landscape. [1]
24. Adjust the scaling of your page to 170% of normal size. [1]
25. Save your Workbook as: YOURNAME\_DIGLIT\_A\_FA\_COACHES ALLOCATIONS. [2]

REMEMBER TO SAVE YOUR WORKBOOK AGAIN IN A *.pdf* FORMAT AND UPLOAD THE *.pdf* FILE TO YOUR STUDENT PORTAL.

TOTAL MARKS ALLOCATED: [50]

## Submission Requirements

All documents must be submitted in *.pdf* format and uploaded onto the portal.

## Modules Covered

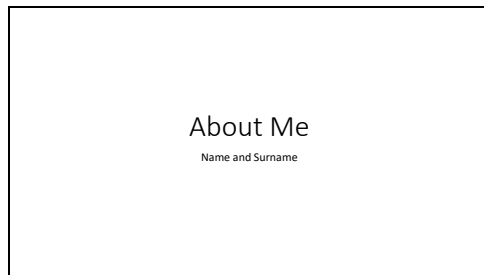
Microsoft Excel

## Section 02C: Brief for Microsoft PowerPoint

Open Microsoft PowerPoint and create the following slides using a new Blank presentation.  
Remember to save your file regularly!

### INSTRUCTIONS:

1. Slide 1:



Layout: Title Slide Layout

[1]

Title: About Me

[1]

Subtitle: Your Name and Surname

[1]

2. Slide 2:



Layout: Title and Content Layout

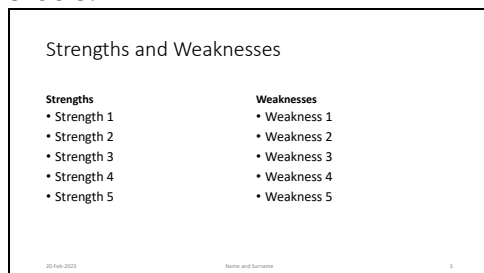
[1]

Title: Characteristics

[1]

Content: Bulleted list where you type and describe at least 5 characteristics about yourself. [5]

3. Slide 3:



Layout: Comparison Layout

[1]

Title: Strengths and Weaknesses

[1]

Content Title on the Left: Strengths

[1]

Content Title on the Right: Weaknesses

[1]

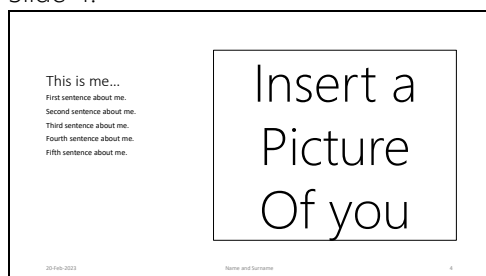
Content under Strengths: List at least 5 of your best strengths

[5]

Content under Weaknesses: List at least 5 of your worst weaknesses

[5]

4. Slide 4:



Layout: Picture with Caption

[1]

Title on the left: This is me...

[1]

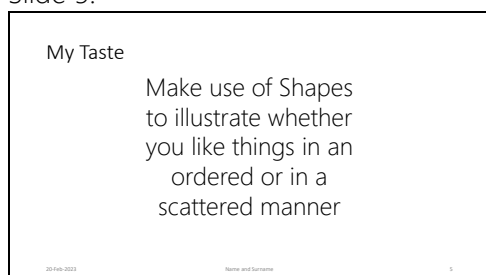
Text below the title on the left: Type is short description of yourself in no less than three sentences.

[3]

Picture on the right: Insert a picture of yourself, or any other picture that describes you.

[2]

5. Slide 5:



Layout: Title Only

[1]

Title: My taste

[1]

On this slide, you have to insert different shapes with different sizes and colors to show how you prefer things to be, e.g. Everything perfect, in line, evenly spaced and sized of each other, or do you prefer things to be scattered "all over". Make use of the Shapes on the Insert Tab to draw at least 9 or 10 different shapes with colors and sizes to illustrate this.

[10]

6. Choose and apply any theme you like to your presentation.

[1]

7. Create a Header and Footer on your slides as follows:

Insert the Fixed Date

[1]

Insert the Slide Number

[1]

Insert your Name and Surname

[1]

Select not to show this information on your Title Slide

[1]

8. Save your Presentation as YOURNAME\_DIGLIT\_A\_FA\_ABOUT ME.

[2]

REMEMBER TO SAVE YOUR PRESENTATION AGAIN IN A .pdf FORMAT AND UPLOAD THE .pdf FILE TO YOUR STUDENT PORTAL.

TOTAL MARKS ALLOCATED:

[50]

## Submission Requirements

All documents must be submitted in .pdf format and uploaded onto the portal.

## Modules Covered

Microsoft PowerPoint



### IMPORTANT NOTE TO STUDENTS:

Remember to save all three of your assessments in a separate folder on your computer. When you are certain that all of your work is correct and complete, remember to select and “zip” all your files in one zipped folder. You can then rename the zipped folder to: **YOURNAME\_DIGLIT\_A\_FA** and upload the zipped folder onto your portal.

## Section 03: Candidate Declaration of Authenticity / Induction

(Please complete and sign this document)

I, \_\_\_\_\_ (surname and full names);

and ID number \_\_\_\_\_ hereby declare that all evidence contained in this portfolio were compiled by myself and is a true reflection of my competence.

I further declare and confirm that I have attended an induction / orientation session with the provider and / or workplace on commencement with this programme.

Please provide the name of witnesses that may be contacted to confirm the authenticity of the evidence contained in the POE and that were present during the induction / orientation session.

Name and Surname	Contact Details	Evidence Witnessed	Role in evidence gathering

Learner Signature:..... Date:.....

Assessor Details: .....

Assessor Signature:..... Date:.....

## Section 04: Assessment Appeal

### ASSESSMENT APPEALS PROCEDURE

- 1) A learner has the right to appeal under the following circumstances:
  - a) If the laid down assessment procedures were not followed during assessments;
  - b) If not all evidence available was taken into account during the assessment;
  - c) The assessor was not a subject matter expert or did not have a subject matter expert during the assessment process;
  - d) The assessor did not assess according to the performance criteria and range statement stipulated in the unit standard;
  - e) Not all the range items were available for assessment.
- 2) A learner bringing an appeal against a decision of the assessment will lodge such an appeal with the assessor and the internal moderator within 2 days of the assessment feedback session.
- 3) A learner bringing an appeal should complete the "Learner's Notice of Assessment Appeal" form before the Appeal Hearing. The form should be submitted to student support.
- 4) Should the internal moderator re-affirm the assessor's decision, the learner may appeal to the external verifier within 2 days after the initial moderator's feedback session. The external verifier's decision will be final. Should the external verifier re-affirm the assessors' decision, the cost for re-evaluation will be upon the learner. Should the verifier's decision differ from the assessor's decision, the cost for re-evaluation will be borne by the assessor.

The Academic Institute of Excellence

Document History

Version: 1.0

Date of Publication: 20 February 2023

Date:	Version:	Person:	Description
20 February 2023	1.0	Mari Cross	First Version

# ASSESSMENT APPEAL APPLICATION FORM

## LEARNER'S NOTICE OF ASSESSMENT APPEAL

TO: The Internal Moderator

A meeting with the internal moderator is hereby requested to discuss the outcome of my assessment.

Internal moderator name: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Name of employee assessed: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Date of feedback session: \_\_\_\_\_

### Grounds for Appeal

No	Tick the applicable ground(s) for appeal	Tick
1	The assessment did not follow the laid down procedure	
2	Not all evidence available was taken into account during the assessment	
3	The assessor was not a subject matter expert nor was a subject matter expert present during the assessment process	
4	The assessment was not according to the performance criteria and the range statement stipulated in the unit standard	
5	Not all the range items were available for the assessment	

### Reasons for Appeal

No	Please give detailed reasons for the choice(s) above
1	
2	
3	
4	
5	

Learner's signature: ..... Date:.....

Employee witness:..... Date:.....