

School of Business and IT

Digital Literacy (DigLit_A)	
Assignment Number	V200223_1
Assignment Name	Summative Assessment
NQF Level	FET Certificate at NQF Level 04 or equivalent
Due Date	24 March 2023
Marks	Section 1A: Microsoft Word.....[50 Marks] Section 1B: Microsoft Excel.....[50 Marks] Section 1C: Microsoft PowerPoint.....[50 Marks]
Individual / Group Assignment	Individual Assignment
Lecturer Information	
Lecturer	Marié Cross
Lecturer E-mail	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.

Summative Assessment – Digital Literacy

Digital Literacy A (DigLit_A)				
Declaration:				
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.				
Student Name				
Student Number				
Student Signature				
Date				
Plagiarism Report attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please mark the applicable box with an "X"	
Marks and Comments				
Final Marks	Microsoft Word:	[_____ /50]	_____ %	
	Microsoft Excel:	[_____ /50]	_____ %	
	Microsoft PowerPoint:	[_____ /50]	_____ %	
	Final Mark:	[_____ /150]	_____ %	
	Final Percentage:	[_____]		
Lecturer Comments				

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_SA**.
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.

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 around the paragraphs below.* **Remember to save your file regularly!**

A Business Of Your Own

If you can do it, or dream you can do it, begin it.

Courage is magic, power, genius – engage, and the mind grows heated, begin it, and it is completed!

How do I become an entrepreneur?

In entrepreneurship, the “one size fits all” approach has no place. Ignoring obvious differences like the multitude of industry sectors you can choose from, you are still faced with at least six different avenues to entry:

1. Start-up venture
2. Buying an established business
3. Buying into a business
4. Management buy-out
5. Outsourcing/spin-off deals
6. Franchising

The first thing you should focus on is to find out whether being the boss is likely to suit your personality and your working style. Next, you need to establish which business sector offers you the best chance of success and, given your likes, dislikes, abilities and financial resources as well as market realities, whether your choice is realistic. Do not expect this exercise to be quick and easy to complete. To be meaningful, it will require some serious soul searching. I can assure you, however, that regardless of the outcome, it will have been time well spent.

INSTRUCTIONS:

1. Change the font of the entire document to Tahoma, and font size 12. [2]
2. Change the paragraph alignment of the entire document to Justify. [1]
3. Select paragraphs 2 (If you can...) and 3 (Courage is...) and change the paragraph alignment to Center. [2]
4. Apply a double outside border and Blue, Accent 1 shading around paragraphs 2 and 3. [2]

5. Apply the following formatting to the heading "A Business Of Your Own"
 - Font Size 16 [1]
 - Bold [1]
 - Centered [1]
6. Change the Line Spacing of the 4th (How do I...) and 5th (In entrepreneurship) paragraphs to 1.5 Lines. [2]
7. Select the numbered list and change the numbers to the "checkmark" bullet. [1]
8. Change the First Line Indent Marker of the Bulleted List to 1cm and change the Hanging Indent Marker of the Bulleted List to 2cm. [2]
9. Select the 7th paragraph (The first thing...) and apply the following formatting:
 - Change the layout to 2 columns, with a line between. [2]
 - Change the line spacing to 1.15 Lines.
10. Insert an Endnote after Management buy-out in the bulleted list. The Endnote should be: "MBO". [1]
11. Change the margins of the entire document to the following:
 - Top, Bottom, Left and Right to 3cm each. [4]
12. Search for a picture of money bags with a dollar sign on and apply it as a Watermark to the document. [2]
13. Apply the clock/watch face art border as a page border around your document. [1]
14. Create the following tabs underneath the columns:
 - A LEFT Tab at 3cm [2]
 - A RIGHT Tab at 12cm with a DOT LEADER, No.4 [4]
15. Type the following under the two columns:
 - Internal routine reporting requirements – SME [1]
16. Change the font size of this new heading to 14 and the font color to Red. [2]
17. Center this new heading. [1]
18. Type the following text making use of the tabs you have just inserted: [5]

Sales Analysis _____	Daily
Forward Order Book _____	Monthly
Cashflow _____	Monthly
Debtors/Creditors Analysis _____	Monthly
Balance Sheet _____	Monthly

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

Header: Left Aligned, insert your name and surname [4]

Header: Right Aligned, insert the date (no update needed) [2]

Footer: Centered, insert the page number [2]

20. Save your document as: YOURNAME_DIGLIT_A_SA_BE A WINNER. [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
1	ABC Enterprise: Sales Forecast							
2	Month:							
3	Day	Product Category 1			Product Category 2			Total Sales Rand
4		Units	Price	Total	Units	Price	Total	
5	1	ea	12		ea	87		
6	2	ea	23		ea	76		
7	3	ea	34		ea	65		
8	4	ea	45		ea	54		
9	5	ea	56		ea	43		
10	6	ea	67		ea	32		
11	7	ea	78		ea	21		
12	8	ea	89		ea	10		
13	9	ea	90		ea	25		
14	10	ea	98		ea	52		
15	Totals							
16	Averages							
17	Highest							
18	Lowest							

INSTRUCTIONS:

1. Change the font of all the text in the range A1:H18 to Arial Narrow and Font Size 10. [2]
2. Merge and Center the main heading across cells A1 tot H1. [1]
3. Apply the Currency Formatting to the following ranges:
C5:D14; F5:H14; B15:H18. [3]
4. Merge the following cells:
A3:A4; B3:D3; E3:G3; H3:H4. [4]
5. Change the Text Orientation of following cells to Rotate Text Up:
A3; B4:G4. [2]
6. Perform the following calculations:
Calculate the totals in the range D5:D14 by multiplying the "Units" with the "Price". [4]
Calculate the totals in the range G5:G14 by multiplying the "Units" with the "Price". [4]
Calculate the Total Sales Rand in H5:H14 by adding the totals of columns D and G. [4]

7. In the ranges B15:H15, make use of the SUM Function to calculate the totals. [4]
8. In the ranges B16:H16, make use of the AVERAGE Function to calculate the averages. [4]
9. In the ranges B17:H17, make use of the MAX Function to calculate the highest values. [4]
10. In the ranges B18:H18, make use of the MIN Function to calculate the lowest values. [4]
11. Change the column widths of all the columns by making use of the AutoFit feature to fit the widest entry in the column. [1]
12. Apply ALL BORDERS to the range A1:H18. [1]
13. Insert the following header:
On the left hand side in the header, insert your name and surname. [2]
On the right hand side in the header, insert the date. [2]
In the center of the footer, insert the page number. [2]
14. Save your Workbook as: YOURNAME_DIGLIT_A_SA_SALES FORECAST. [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

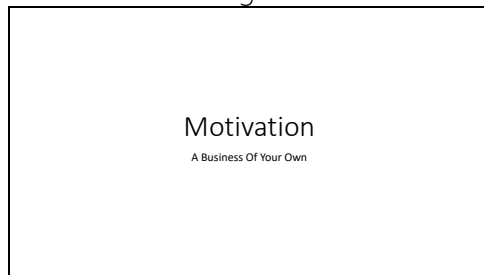
Microsoft Excel

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. Create the following Slide 1:



Layout: Title Slide Layout

Title: Motivation

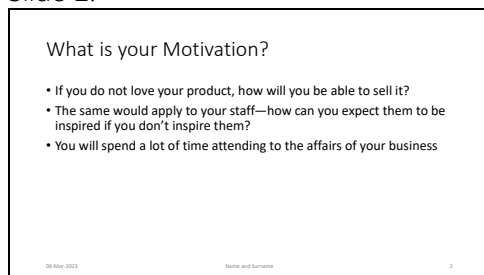
Subtitle: A Business of your Own

[1]

[1]

[1]

2. Slide 2:



Layout: Title and Content Layout

Title: What is your Motivation?

Content: Bulleted list as per the example above.

[1]

[1]

[3]

3. Slide 3:



Layout: Two Content Layout

Title: Essential Personality Traits

Content on the left: As per the example above

Content on the left: As per the example above

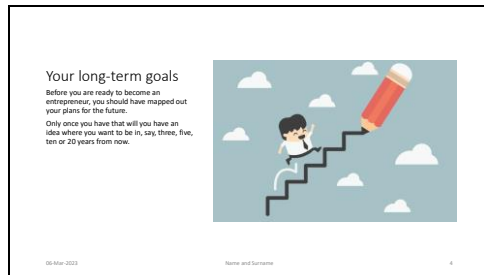
[1]

[1]

[5]

[4]

4. Slide 4:



Layout: Content with Caption

[1]

Title on the left: Your long-term goals

[1]

Text below the title on the left: As per the example.

[2]

Picture on the right: Search for and insert a picture of a businessman climbing a ladder.

[2]

5. Slide 5:



Layout: Title and Content

[1]

Title: Your 6 Faithful Helpers

[1]

Content: Make use of the SmartArt Feature to insert a Hexagon Radial.

[2]

Type the text into the shapes as per the example.

[7]

Change the colors of your SmartArt to Colorful Range Accent Colors 5 to 6.

[1]

Change the Design of your SmartArt Style to Polished.

[1]

6. For the Design, choose the Parallax theme for your presentation.

[1]

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

Insert the Date (Update Automatically)

[1]

Insert the Slide Number

[1]

Insert your Name and Surname

[1]

Select not to show this information on your Title Slide

[1]

8. Choose Random Transition to all of your slides.

[2]

9. Save your Presentation as **YOURNAME_DIGLIT_A_FA_MOTIVATION**.

[2]

10. Save your Presentation again, this time changing the "Save as type" option to: PowerPoint Show. When you Zip and Upload your assessment to your Portal, be sure to include this file too. [3]

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:.....