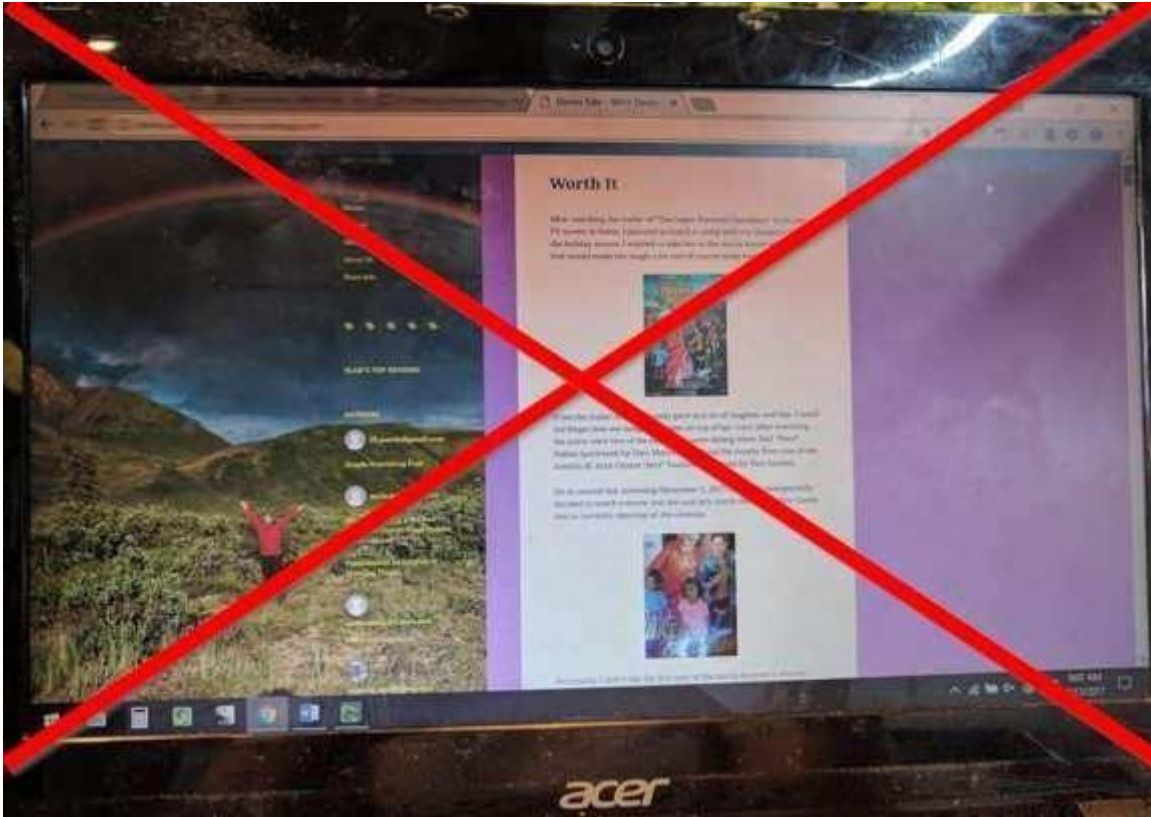


Assignment and Quizzes Self-Help Cheat Sheet

So, you're done with your assignment. Before uploading it to your portfolio, check:

1. Did you screenshot it properly? [Please DO NOT take a picture of your screen]



Use Printscreen, or Cmd+Shift+3 (for Mac), or a free screenshot tool like Greenshot (feel free to use other tools, I'm only recommending this because it's the one I use and I'm happy with it. It comes with its own photo editor for blurring and minor editing.

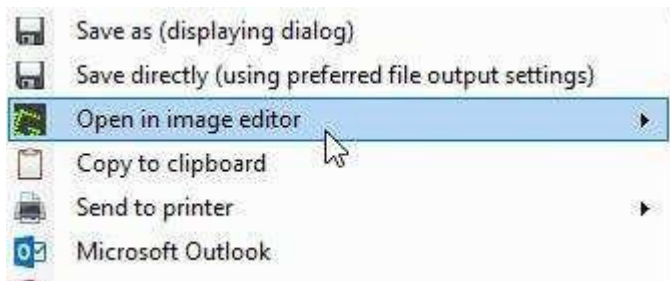
Greenshot, pretty much, does most of the basic stuff needed (like adding that giant X on the photo). Other photo editors I like are Adobe Photoshop and Affinity Photo.

To use Greenshot, you can select the capture region option and select the area you want to capture.

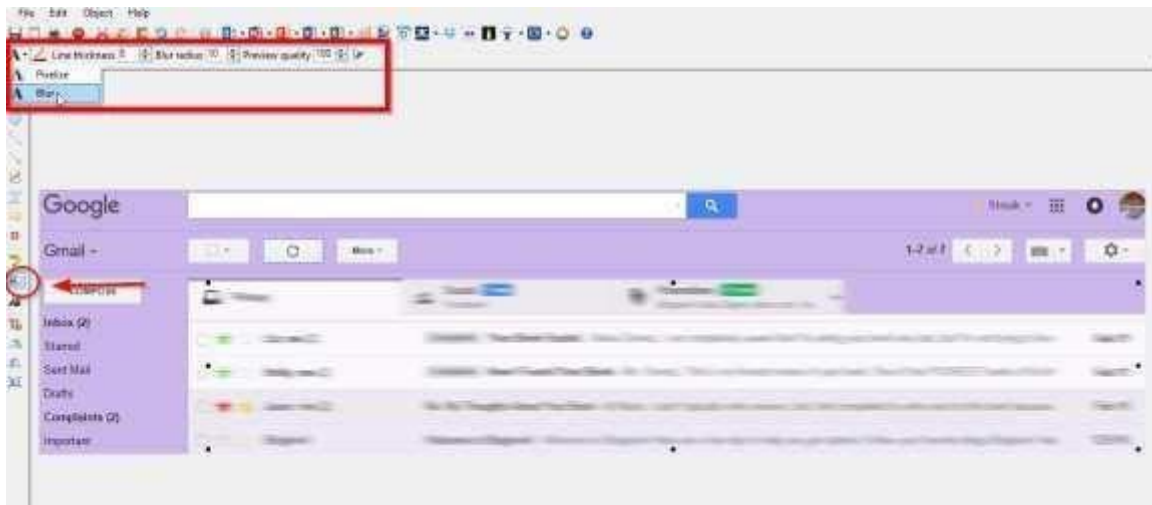
	Capture region	Ctrl + 
	Capture last region	Shift + Prnt scrn
	Capture window	Alt + Prnt scrn
	Capture full screen	Ctrl + Prnt scrn
	Capture Internet Explorer	Ctrl + Shift + Prnt scrn

To blur sensitive info (like in the Email Management Assignment):

Open your screenshot in the Image Editor.



Go to the Obfuscate tool and click on Blur. Set the Blur radius to 10 and choose the area you want to blur.



To download Greenshot, check: <http://getgreenshot.org/downloads/>

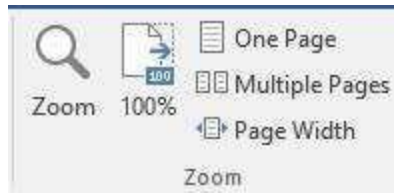
For complete tutorials, watch: <https://www.youtube.com/watch?v=S1X-sftQGmI> or read, <http://getgreenshot.org/help/>

Remember: Your assignments are going to be part of your portfolio items. You shouldn't be doing them for the sake of completing the course.

It's your way of showing clients **"Look! I have skills, see what I can do? I'll do this for you, so HIRE me!"**
So, if you can go beyond what's required in the assignments, play around, ask questions, WHATEVER it is you feel will make you hireable, then by all means, go!

Show them high-quality. Show them YOU.

(Uhhh, not really. You can hide your love for neon colors and cutesy designs. Stick to neutral, formal,



Assignments Common Mistakes/Suggestions:

Email Management:

If you need 10 emails in your inbox, you can also acquire emails from signing up for newsletters or subscriptions. Most of your classmates might be busy studying/working so you might not get replies immediately.

Schedule Management:

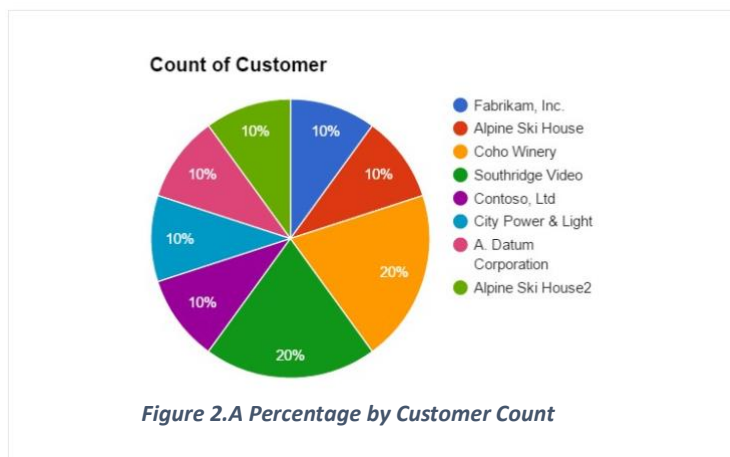
Don't forget to add an entry for the client's Article Submission deadline.

"Before 5 pm in 3 days" means *'before 5pm on the third day'* after you 'talked' to your client.

Office Applications:

Your total must be: **\$54,038**

Your pie chart must have 'labeled' legends for 8 companies. It may or may not show percentages, it's all up to you. However, it must show the percentages of sales, NOT customer count. When generating a pie chart, you might get one of 2 outputs:



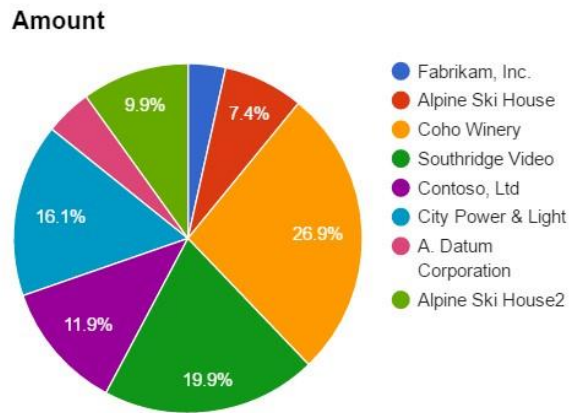


Figure 1.B Percentage of Sales by Customer (Correct)

Make sure that you've edited the title as per instructions. Also, feel free to play around and edit the colors and appearance of your chart.

Your line graph (and pie chart) must have 8 entries on the x-axis, not 10. The amounts for purchases from repeat customers (Coho Winery and Southridge Videos) must be added first. You can do this automatically by selecting 'Aggregate data', when creating the graph.

You'll notice that the amounts will turn 'Null'. To fix this, go to "Customization", look for the Axis dropdown, toggle to Vertical axis, and set Number to Custom. Add '\$' to the prefix field.

Check that both axes have the labels, 'Customers' and 'Amount Purchased' visible, and a title for the graph.

Internet Research:

If you chose the topic about the braces, you'd find that most clinics have no price lists. That's because orthodontic rates vary, depending on the patient.

If a client hired you to do a research task like this (involving undisclosed prices), the best way is to call or email the clinics to get a quote.

But for this assignment (since you're not getting paid), you can simply find price ranges. Just add a comment, telling your client that the prices are just approximations and that the actual price depends on the condition of her daughter's teeth, which can be better determined after a check-up.

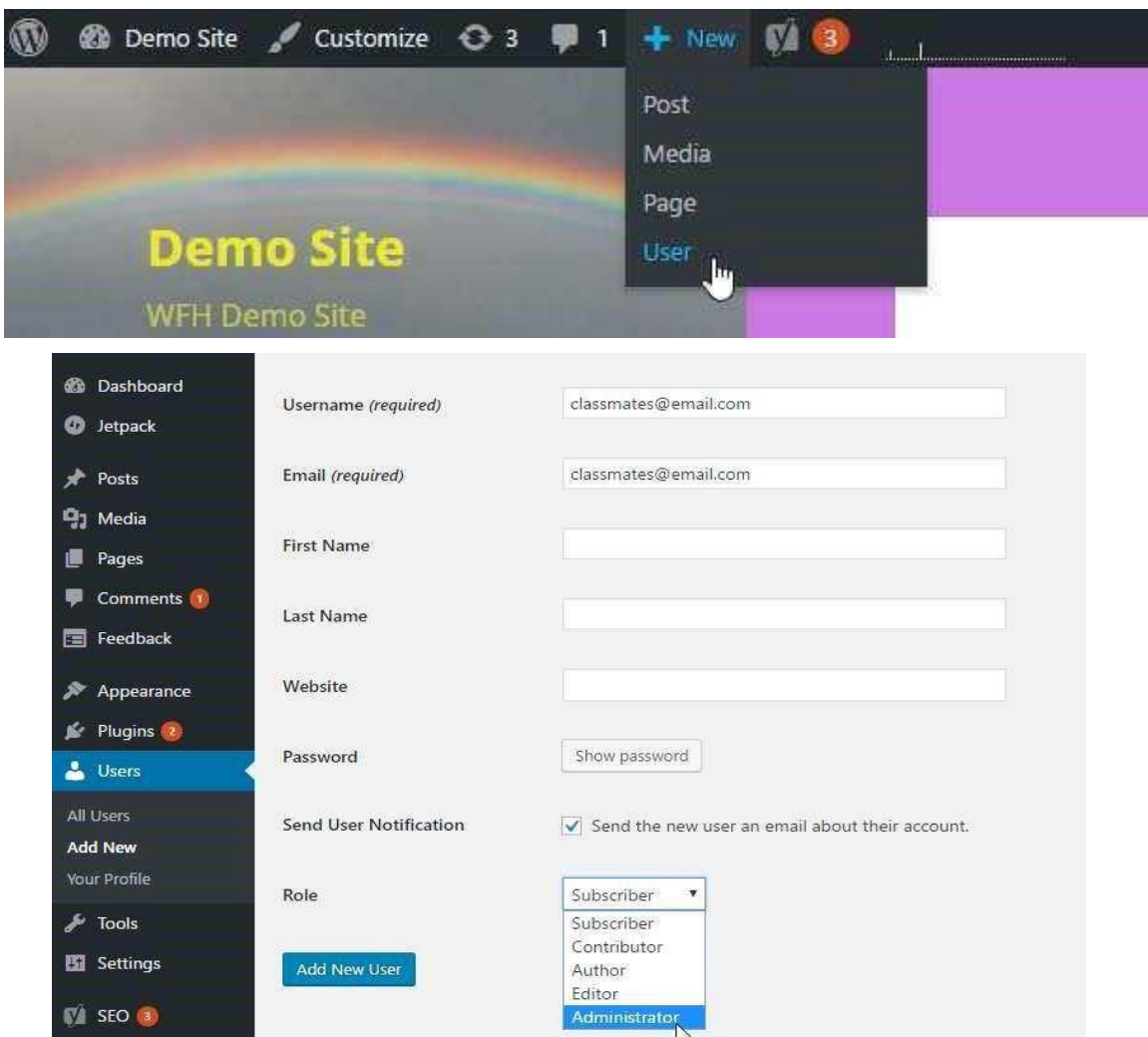
To go the extra mile, you can even include clinics that offer financing or installments (since it's obvious that budget matters to your client).

The trick is to put yourself in your client's shoes and figure out implied needs. So even though you can't find the exact information, his/her needs are met.

Wordpress Demo:

For those who have received their admin demo access, did you know that you can also give access to your classmates who are requesting for it?

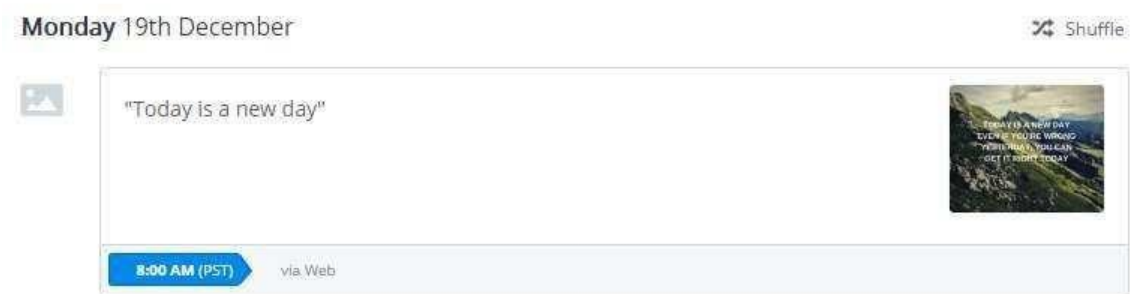
You can practice granting User Access by logging in to the demo site and following as shown:



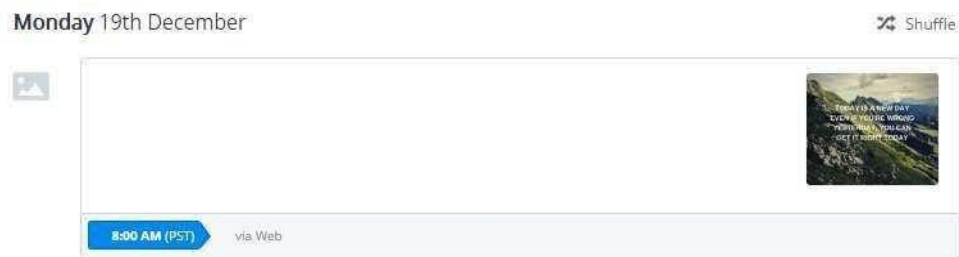
Social Media Management:

Don't forget to put captions in your scheduled Buffer posts.

Like this:



Not like this:



Quizzes Common Mistakes:

If your assignments test your practical skills and ability to follow instructions, the quizzes test your listening, reading and comprehension skills.

Therefore, read and understand the questions carefully. They are not what they seem. 😊

2.9 Email Management:

Easy. No notable common mistakes. You can review the lessons and give this quiz one more try.

If you've scored at least 70% and can't figure out what's wrong, feel free to post on the Quizzes and Assignments thread so we can let you know which part you missed.

3.9 Office Applications:

- Which keyboard shortcut finds and replaces text?

(Hint: You're looking for the 'find and replace' shortcut key. That's different from the 'find' key.)

- Most clients use cloud-based file storage to store or share files. Which of the following are cloud storage providers?

(Hint: This has 3 correct answers)

- Which Google Sheets function computes the average of numbers in a data set? *(Hint: You're looking for a FUNCTION, not a formula.)*

4.9 Schedule Management:

- Which of the following describe the functions of Google Calendar?

(Hint: 2 correct answers)

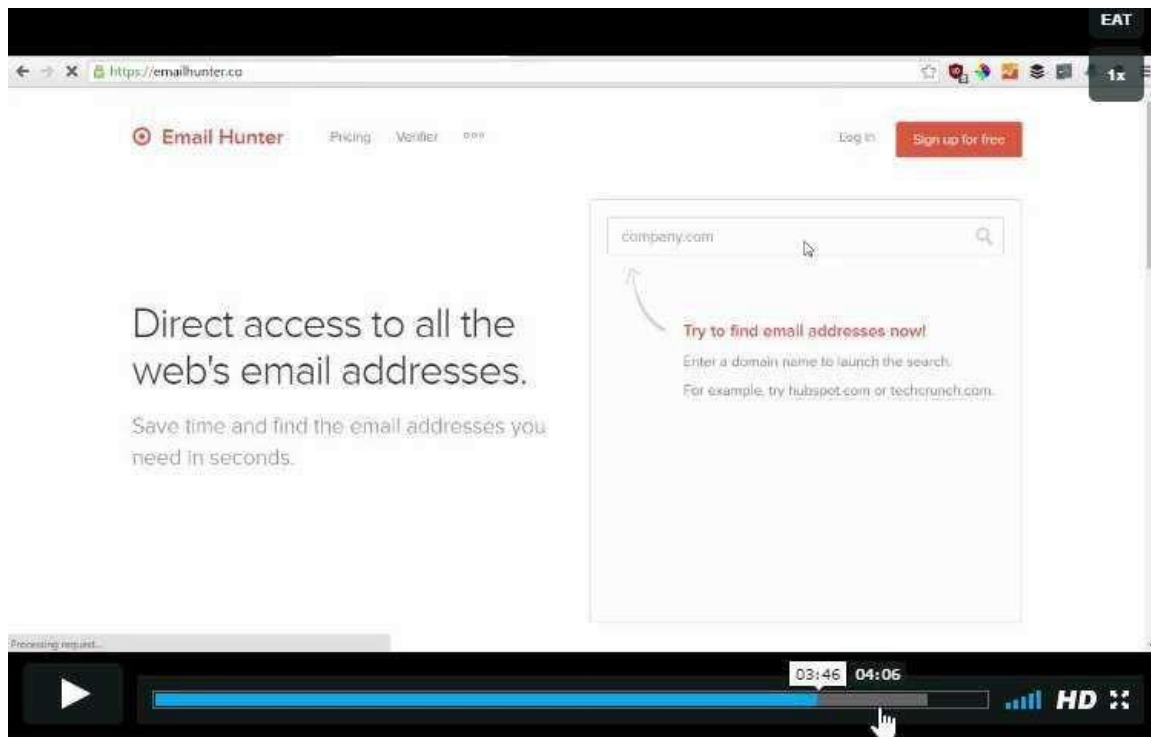
5.9 Internet Research

- A client wants you to find the e-mail address of Maria Gomez, an employee of Pepsi.com. Using <https://hunter.io/>, we find that her email is _____.

[Remember when we use hunter.io?

We use hunter.io if you need to find an email address and you only know a person's complete name and where he/she works.

Okay, if you don't remember that, go back and watch Lessons 5.3, from 3:46.]



NOTE: Email Hunter recently changed their domain to <https://hunter.io/>.

If you're still confused, here are the steps:

1. Find Maria's company's domain name.
2. Type it in hunter.io's search bar and click on 'Find Email Addresses.' (NO, you don't need to register an account.)
3. The result will give you an email format.
4. Follow the email format, applying it to Maria's name.
5. That's it. No further actions needed. You just found Maria's email address.

Still lost? Check the company domain name. You might be using the incorrect domain name.

More hint? Okay, the domain name is NOT pepsi.com.

Got it?

No? Go back and watch Lesson 5.3, from 3:46, for the demo. Otherwise, feel free to post on the Quizzes/Assignment thread for some guidance.

6.9 WordPress

- Your client wants to embed this video on his website. Paste the first word of the HTML code (without any special characters) here: _____

(Hint: Watch Lesson 6.3, (08:20) again to review how to embed a video on a site.)



[REMEMBER: You only need to paste the FIRST WORD of the embed code. And nope, no special characters.]

7.9 Social Media Management

- Which of the following are your roles as a Social Media Manager?

[Hint: There are 3 correct answers. The goal of this question is to make sure that you understand the role of a Social Media Manager, as compared to Social Media Marketer/Strategist.

*If you don't, you're at risk of getting hired to do Social Media Marketing at a Social Media Manager's rate. **Marketing is more advanced and requires research and analytics.** Social Media Management involves simpler and basic tasks.*

Go back to Lesson 7.0, (01:12) for a refresher on their differences.]



Got questions that are not covered here, feel free to post [in our Facebook Group](#) Please post on the right thread so that your question can easily be seen.

Also, please understand that most of your classmates, (even the Admins), are freelancers who have tasks to complete or deadlines to meet. They might not be able to respond right away but will try to do so whenever they can. Please refrain from flooding the thread or their PM's 😊