# VA Bootcamp Assignments: Self-Checking Guide

The VA Bootcamp Assignments are exercises where you can practice your skills.

Think of them as instructions from a client (for those looking for an OJT).

What's great is that your outputs can be added to your portfolio items online!

Your portfolio items serve as proof to show clients what you can do.

Since they're very important, we made this guide to ensure that your outputs are accurate and professional.

While we can't personally check all your assignments one-by-one, you can definitely use the checklists to *'correct your own paper'*.
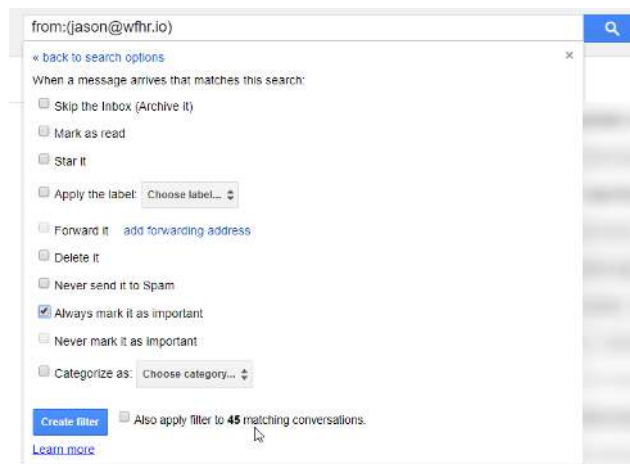
You may also *'exchange papers'* with a classmate through our Assignments thread here: https://www.facebook.com/photo.php?fbid=10212552183753938 ☺

You may check each other's work and give feedback using this checking guide.

## Email Management Assignment:

Correct Output:





Checklist:

☐ Was it properly screenshot?

☐ Is the first email marked with a Yellow Star?

☐ Is the second one marked as Important?

☐ Is the third one marked with a Green Star?

☐ Is the 5th one with a Red Star?

☐ Is there a label called "Course Task" with 5 emails in it?

☐ Did you (or your classmate) practice creating automatic filters?

## Office Applications Assignment

Correct Output:
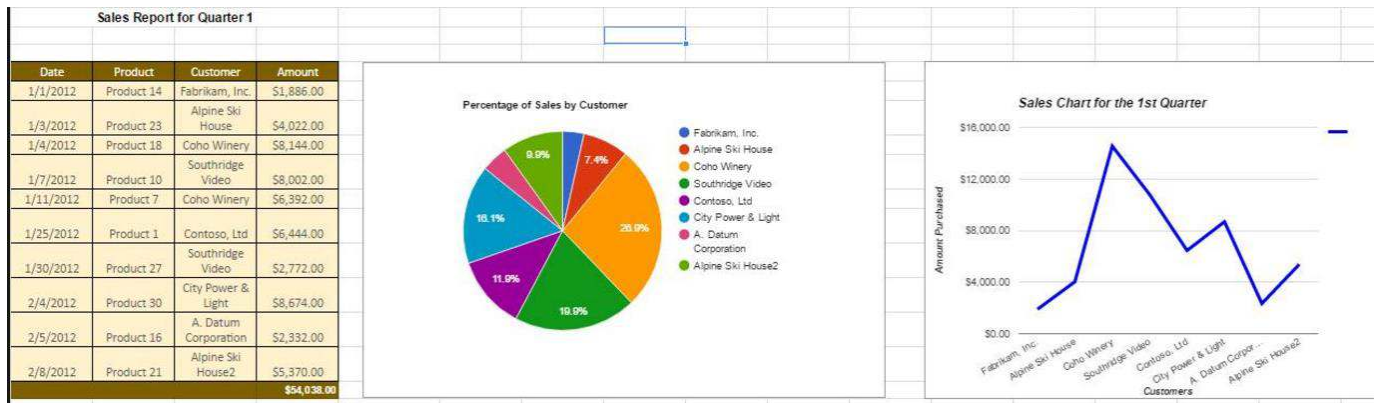


Checklist:

☐ Was it properly screenshot?

☐ Is the total $54,038?

For the pie chart:

☐ Does the pie chart have the title "Percentage of Sales by Customer?"

☐ Are the percentages as shown above?

☐ Are there 8 unique companies in the Legend?

For the line graph:

☐ Does it have the title "Sales Chart for the 1st Quarter?"

☐ Does the x-axis have the label "Customers?"

☐ Does the y-axis have the label "Amount Purchased?"

☐ Do the amounts in the y-axis have a dollar sign ($)?

☐ Are there only 8 unique company names in the x-axis?

Percentage of Sale by Customer
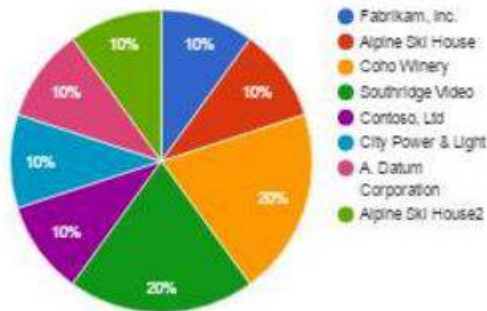
Note:

If the pie chart has incorrect percentages and looks like this, then it must have been created as per the customer count, instead of sales.

If you're checking a classmate's work, you may comment:

"*The pie chart shows the % as per customer count, we need the % of sales by customer (please check the updated Assignments Cheat Sheet).*"
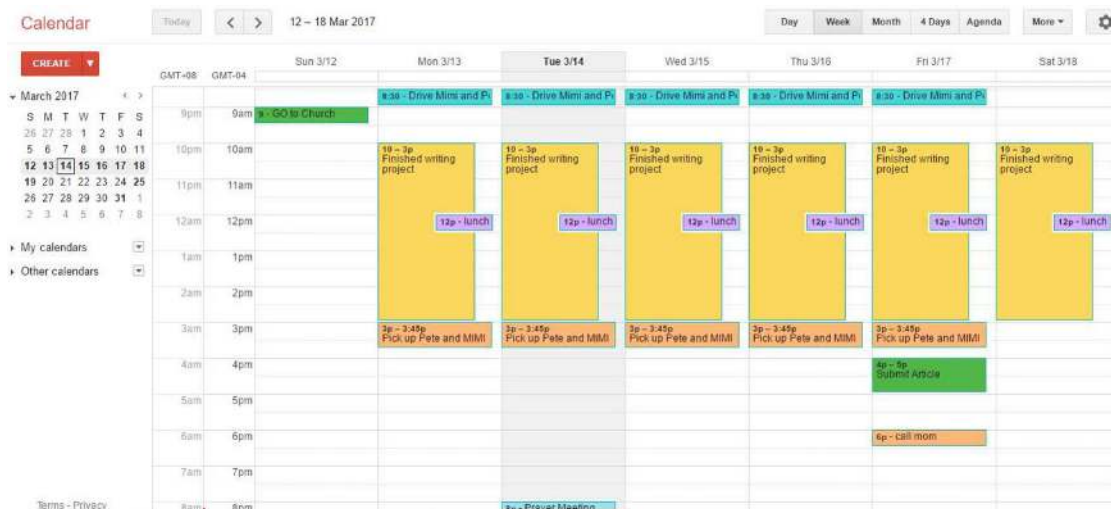
**Cheat sheet:**

If the legend or x-axis contains more than 8 companies, then your classmate forgot to aggregate data.

You may comment, *"There are duplicate entries for repeat customers (in the pie chart/line graph), please check the cheat sheet on how to aggregate data."*
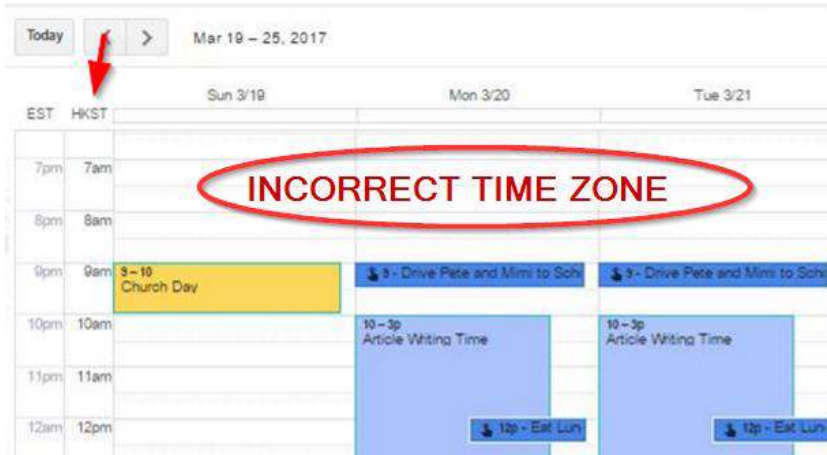
## Schedule Management Assignment

Correct Output:

Checklist:

☐ Was it properly screenshot?

☐ Is the schedule following the Eastern time (<u>NOT</u> any other time zone, like the picture)?



☐ Is there an entry for the client's article submission deadline?

☐ **Is it BEFORE 5pm on the 3<sup>rd</sup> day AFTER you (or your classmate) "talked" to the client?**



It may sometimes be difficult to tell when your classmate started making the assignment, but in most cases, it's on the 'highlighted' day in the calendar.

You may just comment, *"If you talked to the client on (assumed date), then the article submission deadline must be before 5pm on (assumed date + 3 days)."*

*Assumed date is March 14.*

# Internet Research Assignment

Correct Output:



Different Types of Braces



OR



CRAIGSLIST'S USED CARS FOR SALE
SAN DIEGO, CA

Checklist:

☐ Was it properly screenshot?

☐ Did you (or your classmate) use comparison tables?

☐ Does the table have a title?

☐ Does the table contain pictures?

☐ Does the formatting look professional?

☐ Were the colors and fonts used pleasing to the eyes?

☐ Does it not have OBVIOUS grammatical/spelling errors?
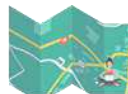
## WordPress Management Assignment

<u>Correct Output</u>

<u>Checklist</u>:

☐ Was it properly screenshot?

☐ Was it created in WordPress?

☐ Does it follow proper formatting?

☐ Does it look professional?

☐ Does it have pictures and/or videos?

☐ Were the colors and fonts used pleasing to the eyes?

☐ Does it not have OBVIOUS grammatical or spelling errors?



WFHR STUDENTS
wordpress demo site

UNCATEGORIZED

**Kids and iPads**

Kids having a tantrum? Resist the idea of handing off your smartphone or iPad right away. Yes, we know it's tempting, but that quick fix may have negative effects. According to a new article published in the journal Pediatrics, children who are regularly given electronic devices to distract or calm them may see developmental issues down the line. Mobile devices are everywhere and children are using them more frequently at young ages.

But don't panic just yet if you've been doing this. "The impact these mobile devices are having on the development and behavior of children is still relatively unknown," says Radesky.

It's not all bad, however. If an iPad is used for educational purposes – like vocabulary acquisition or to read electronic books – they can help in the education of a child. But when it's turned to mindless material, which the researchers call "mundane," it may be harmful for kids. It has been well-studied that increased television time decreases a child's development of language and social skills. Mobile media use similarly replaces the amount of time spent engaging in direct human-human interaction.

## Social Media Management Assignment

Correct Output:
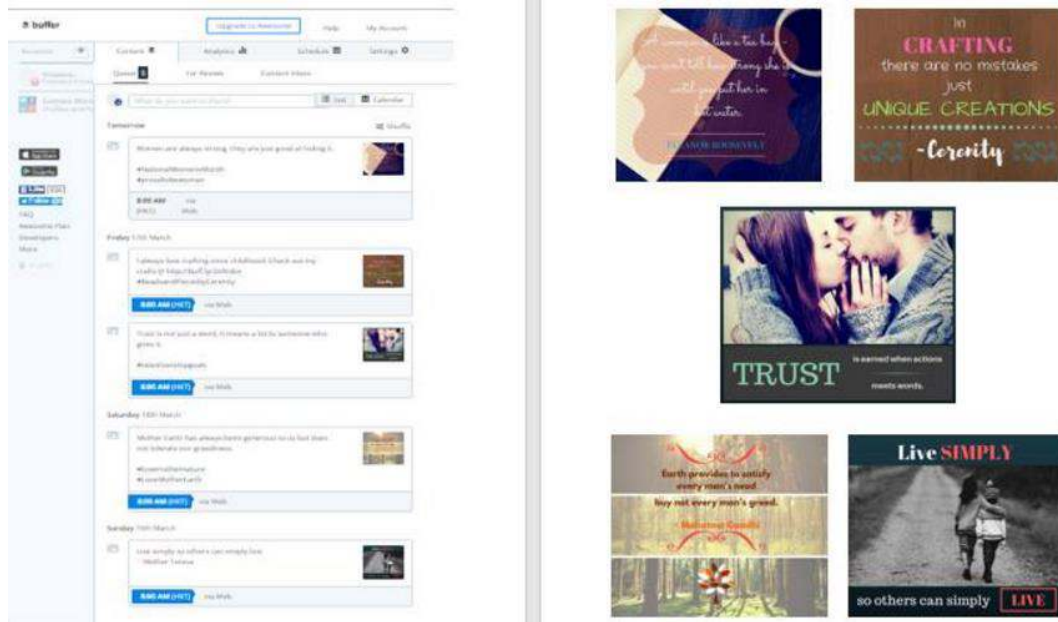


Checklist:

☐ Was it properly screenshot?

☐ Does it include 5 attractive graphics?

☐ Are there 5 scheduled posts on Buffer?

☐ Does each post contain a caption?

*Buffer posts MUST contain captions and should NOT be empty like this:

## Data Entry and Transcription

For Data Entry:

Simply compare the accuracy of the entries on the original table and your (or your classmate's) output.

| Water Resources Region | Groundwater Potential | Surface Water Potential | Total Water Resources Potential |
|---|---|---|---|
| X   Northern Mindanao | 2,116 | 29,000 | 31,116 |
| XII Southern Mindanao | 1,758 | 18,700 | 20,458 |
| VI  Western Visayas | 1,144 | 14,200 | 15,344 |
| XI  Southeastern Mindanao | 2,375 | 11,300 | 13,675 |
| IX  Western Mindanao | 1,082 | 12,100 | 13,182 |
| VIII Eastern Visayas | 2,557 | 9,350 | 11,907 |
| II  Cagayan Valley | 2,825 | 8,510 | 11,335 |
| III Central Luzon | 1,721 | 7,890 | 9,611 |
| IV  Southern Tagalog | 1,410 | 6,370 | 7,780 |
| I   Ilocos | 1,248 | 3,250 | 4,498 |
| V   Bicol | 1,085 | 3,060 | 4,145 |
| VII Central Visayas | 879 | 2,060 | 2,939 |
| TOTAL | 20,200 | 125,790 | 145,990 |

Table 1.  Water availability, in MCM
(Source: Philippines Environment Monitor 2003)

For Transcription:

Check your (or your classmate's) work by comparing outputs with Ted's Official Transcript for the video found here:
https://www.ted.com/talks/richard_st_john_s_8_secrets_of_success/transcript?language=en

In General:

Since you (and your classmates) will be using these outputs for your online portfolio, please use your own judgment to give appropriate feedback if you feel that some outputs don't appear professional. *(Examples: colors used are too bright, too dark, or too fancy; horrible screenshots; ugly blurs, etc.)*

Proper blur and screenshot instructions are in the cheat sheet so always refer back to it. Here's the link once again: **Cheat Sheet link**

For questions, regarding the assignments or checking, please post them in our Assignments thread here:
https://www.facebook.com/photo.php?fbid=10212552183753938