

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'*.

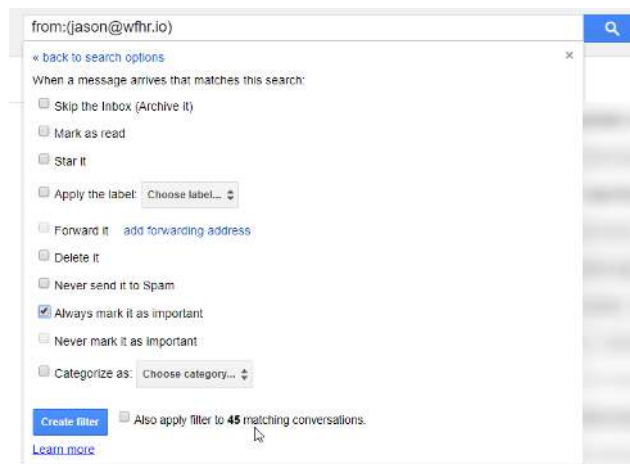
You may also *'exchange papers'* with a classmate through our Assignments thread here:

<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:

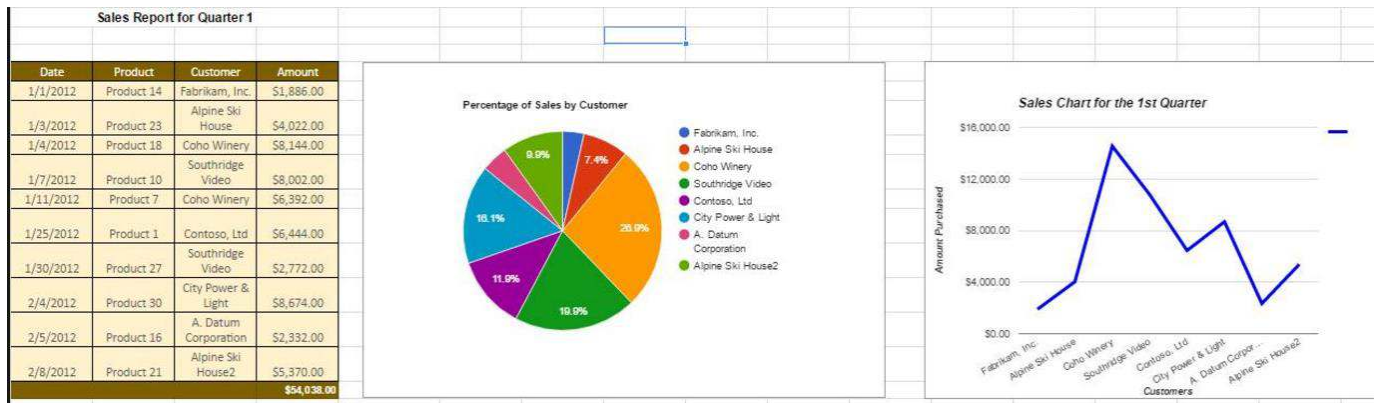


Checklist:

- 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?

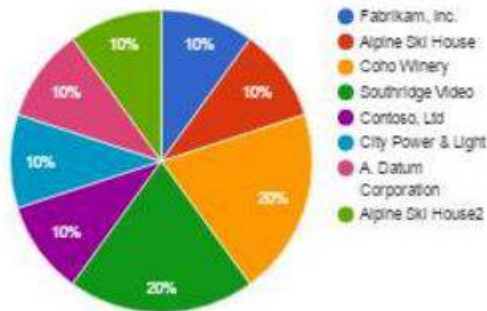
For the pie chart:

- 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)."

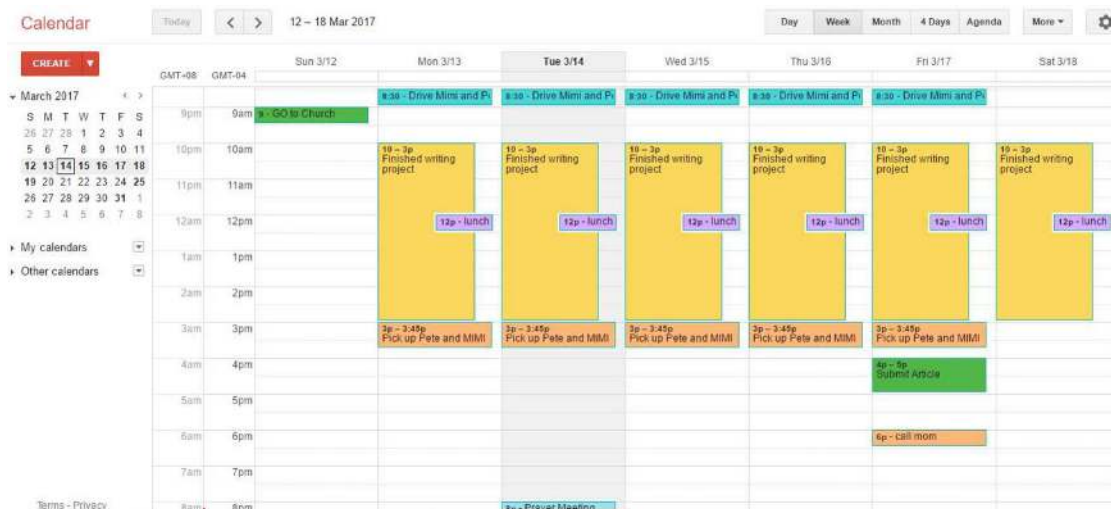
Cheat sheet:

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."*

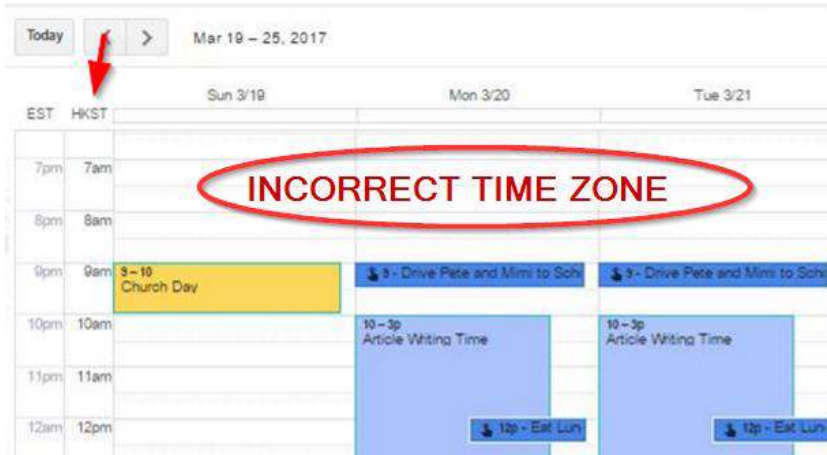
Schedule Management Assignment

Correct Output:



Checklist:

- Was it properly screenshot?
- Is the schedule following the Eastern time (NOT any other time zone, like the picture)?



- Is there an entry for the client’s article submission deadline?
 - Is it **BEFORE 5pm on the 3rd day AFTER you (or your classmate) “talked” to the client?**

Calendar



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

Types of Braces	Pros	Cons	Average Cost
Metal braces: Have a thin wire in place with rubber bands to put pressure on the teeth and move them to the desired place.	*Most cost-effective *Colored bands	*Most noticeable form of braces	\$3,000 - \$7,000
Ceramic braces: Ceramic steel versions, but they're made to blend in with the teeth so they aren't as visible.	*Less visually evident compared to metal braces *Protein to produce results faster than plastic aligners	*Expensive compared to metal braces *Brackets may stain easily *Greater care required to maintain "clear" appearance	\$4,000 - \$8,000
Lingual braces: Customized to bond and brace behind the teeth so remain out of sight.	*Completely invisible from outside observation	*Difficult to clean *Cannot treat severe cases *Greater initial discomfort	\$6,000 - \$10,000
Invisible braces: Clear plastic forms that entirely cover the teeth. They can be removed when eating and brushing.	*Visually invisible *No restrictions of food and beverage intake	*Not braces for kids *May be visible too *Highly sensitive and costly *Achievement of results may take longer than with traditional braces	\$4,000 - \$14,000

Dental Clinics	Address	Contact info	Operating Hours
Cherilyn Family & Cosmetic Dentistry	14100 Robert Parks Dr, Chantilly, VA 20151	571-297-7301	9AM-5PM
Cherilyn Dental Arts Center	13055 Lee Jackson Memorial Hwy, Chantilly, VA 20155	703-263-7222	9AM-5PM
Cherilyn Dental Center	3905 Cornerstone Dr E, Chantilly, VA 20151	703-467-6224	9AM-6:30PM
Green Dental of Virginia	4530 Watney Rd Suite #302, Chantilly, VA 20151	703-876-2792	9AM-4PM

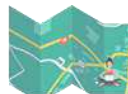
OR

**CRAIGSLIST'S USED CARS FOR SALE
SAN DIEGO, CA**

				
	2006 Honda Civic LX sedan	2009 Subaru Impreza	2009 Ford Focus	2006 Toyota Matrix
PRICE	\$4,900	\$3,999	\$3,700	\$3,600
TRANSMISSION	Manual	Manual	Manual	Manual
ODOMETER	167,000 miles	119,000 miles	123,000 miles	160,000 miles
CONDITION	Good	Like new	Excellent	Like new
ADDRESS OF SELLER	San Diego	San Diego	La Jolla	San Diego
CONTACT NO.	(619) 829-5221	(619) 270-6060	(858) 247-9038	(858) 226-2096
REFERENCE	https://sandiego.craigslist.org/csd/cto/6050020829.html	https://sandiego.craigslist.org/csd/cto/6040988933.html	https://sandiego.craigslist.org/csd/cto/6046629885.html	https://sandiego.craigslist.org/csd/cto/6049072539.html

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

Correct Output



Checklist:

- 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

March 21, 2017 | teddygen201@yahoo.com | Leave a comment



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.

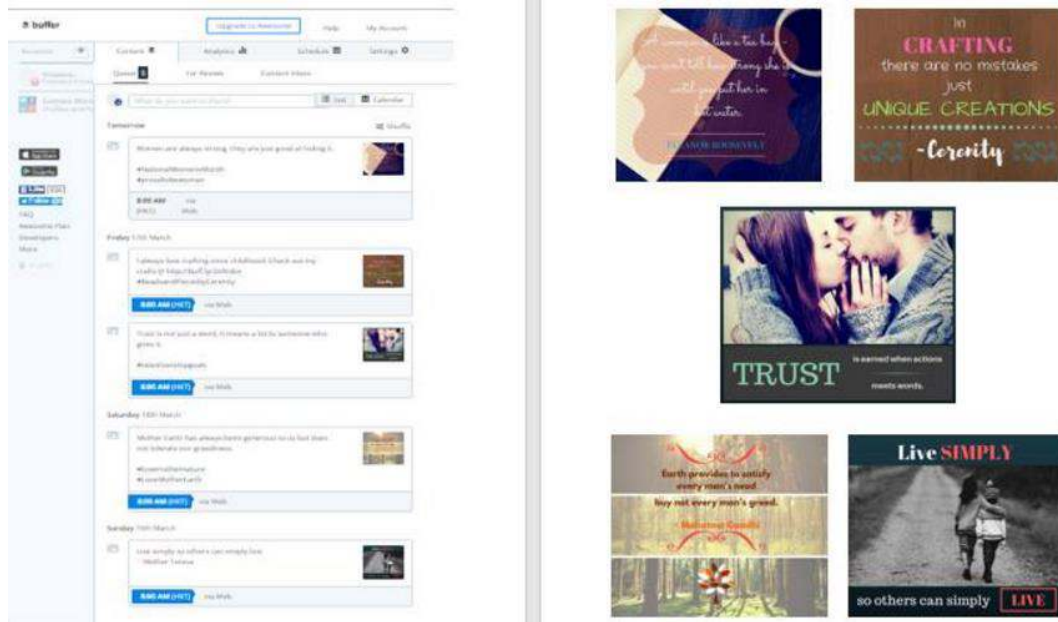
But don't panic just yet if you've been doing this. "The impact these mobile devices are having on the development and behavior of children is still relatively unknown," says Radesky.

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:



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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>