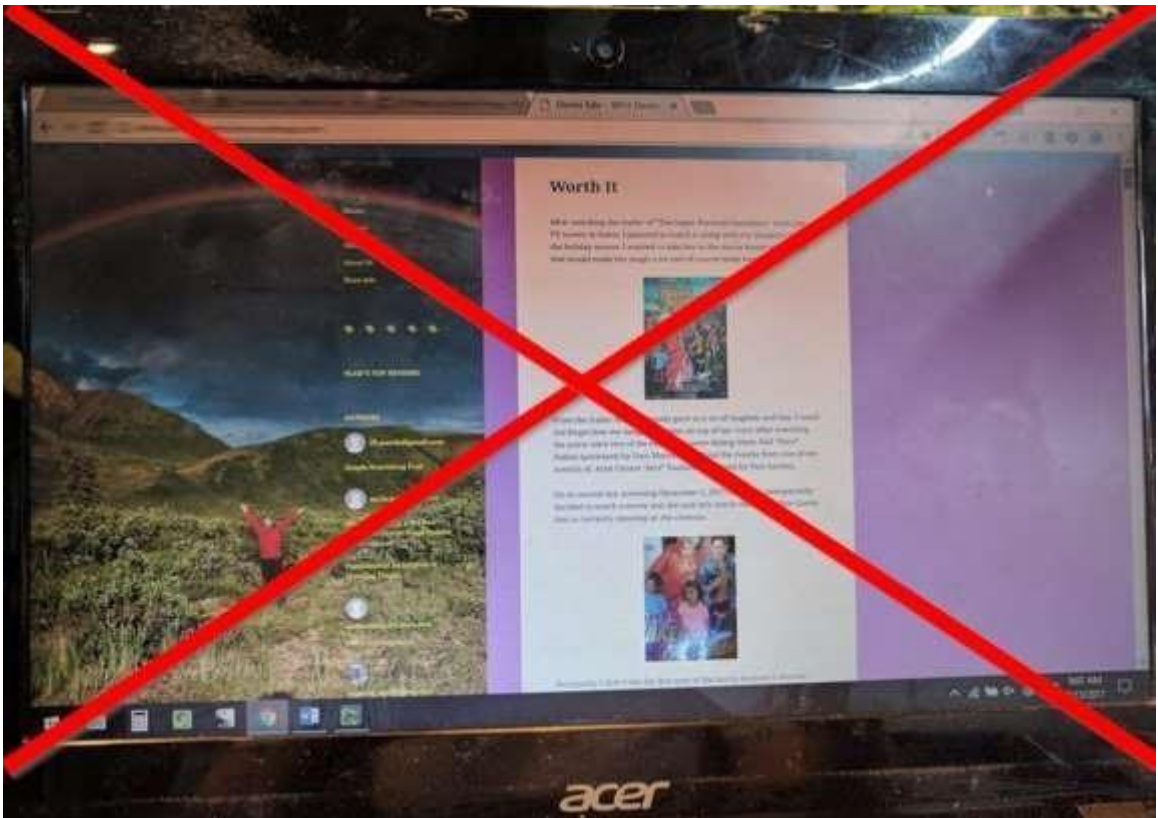# How to do the Assignments and Portfolio Guide

Taking proper screenshots:

Before uploading pictures of your portfolio items, make sure that you take proper screenshots.

Please **DO NOT** take a picture of your screen (we've really seen some people do this.)

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 what I use and I'm happy with it.) It comes with its own photo editor for blurring and minor editing.
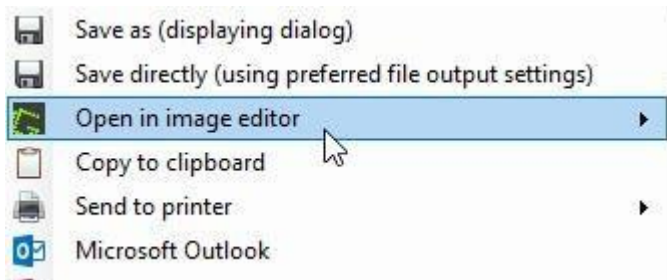
Greenshot, pretty much, does most of the basic stuff needed (like adding that giant X on the photo). Other photo editors I like are Adobe Photoshop and Affinity Photo.

To use Greenshot, you can select the capture region option and select the area you want to capture.
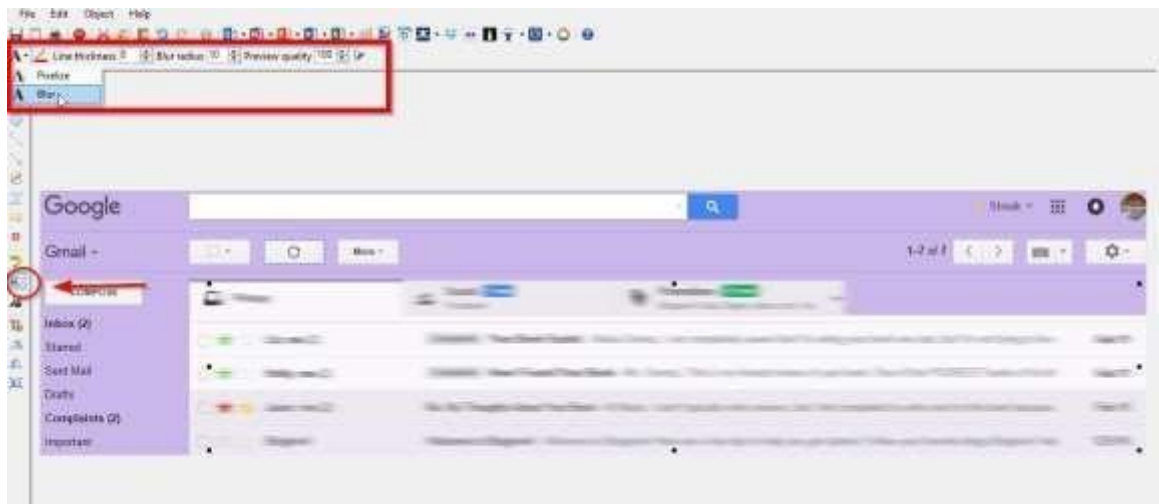
	Capture region	Ctrl + `
	Capture last region	Shift + Prnt scrn
	Capture window	Alt + Prnt scrn
	Capture full screen	Ctrl + Prnt scrn
	Capture Internet Explorer	Ctrl + Shift + Prnt scrn

To blur sensitive info (like in the Email Management Assignment), capture and open your screenshot in the Image Editor.

	Save as (displaying dialog)	
	Save directly (using preferred file output settings)	
	Open in image editor	▶
	Copy to clipboard	
	Send to printer	▶
	Microsoft Outlook	

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 hirable, then, by all means, go!
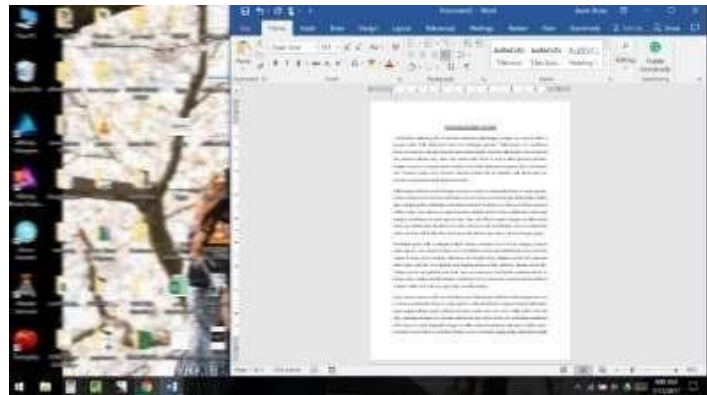
Show potential clients high-quality. Show them YOU.

(Uhmm, please don't go overboard by showing your love for neon colors and cutesy designs. Stick to neutral, formal, 'businessy,' 'boring' colors and styles. Remember: You're trying to impress business people here.)

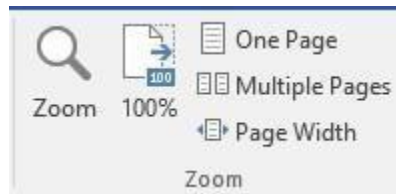Speaking of quality, make sure your screenshot shows what you have DONE, not your computer SCREEN.

<div style="display:flex">

DO   **DON'T**

</div>

If your output can't fit the entire page of your screen, try adjusting your view size. Press CTRL and '–' or Cmd, Option, and '– ' (Mac) to zoom out.

For documents, you can check for options that allow you to view an entire page on your window. Like this one from MS Word:

Assignments Reminders/Suggestions (to avoid common mistakes)**:**

Email Management:

If you just created a new Gmail account and need 10 emails in your inbox, you can acquire emails by signing up for newsletters or e-mail subscriptions.

Schedule Management:

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

"Before 5 pm in 3 days" means *'before 5 pm 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. The percentages must show the percentages of sales, NOT customer count.

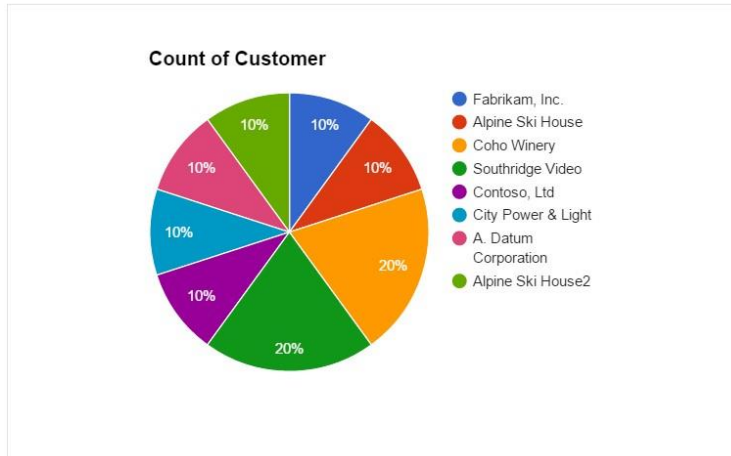When generating a pie chart, you might get one of 2 outputs:
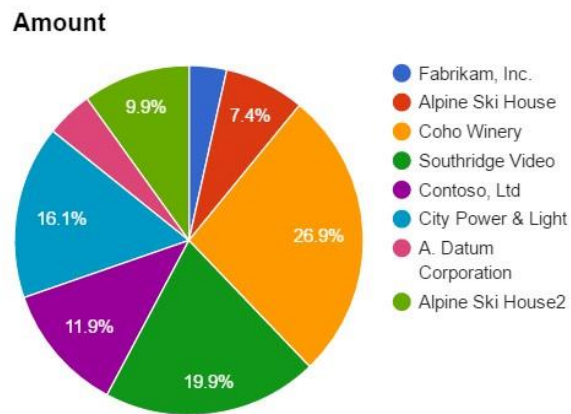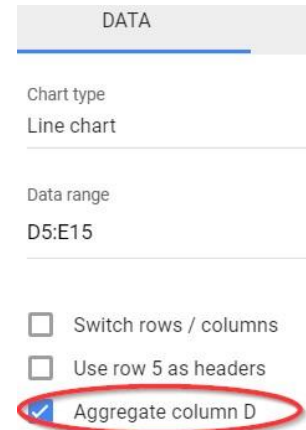
(see images on next page)

Count of Customer

Legend:
- Fabrikam, Inc.
- Alpine Ski House
- Coho Winery
- Southridge Video
- Contoso, Ltd
- City Power & Light
- A. Datum Corporation
- Alpine Ski House2

Pie chart values: 10%, 10%, 10%, 20%, 20%, 10%, 10%, 10%

Figure 2.A Percentage by Customer Count

Amount

Legend:
- Fabrikam, Inc.
- Alpine Ski House
- Coho Winery
- Southridge Video
- Contoso, Ltd
- City Power & Light
- A. Datum Corporation
- Alpine Ski House2

Pie chart values: 7.4%, 26.9%, 19.9%, 11.9%, 16.1%, 9.9%

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 and chart.

In your line graph, if for some reasons the amounts turn 'Null,' go to "Customize," click on Vertical axis, and set Number format 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.

DATA

Chart type
Line chart

Data range
D5:E15

☐ Switch rows / columns
☐ Use row 5 as headers
☑ Aggregate column D

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:
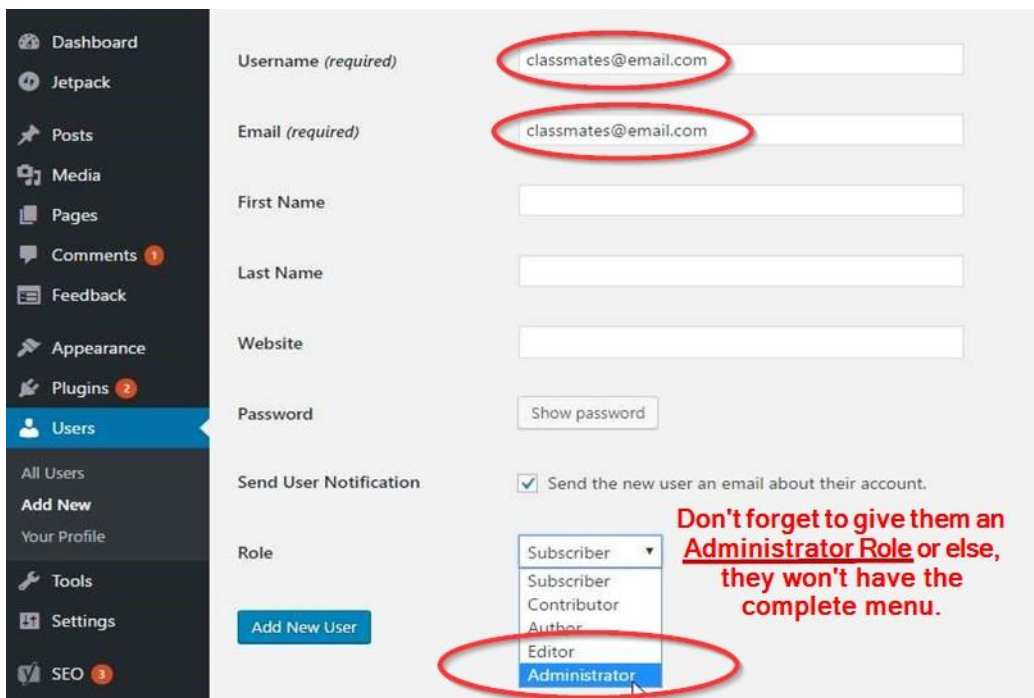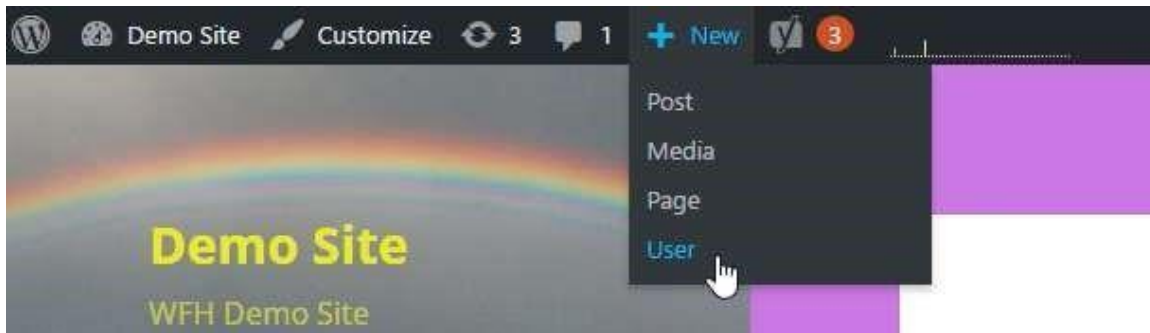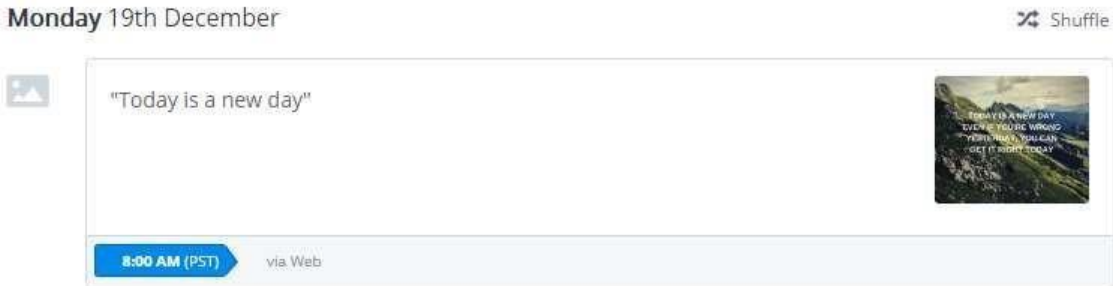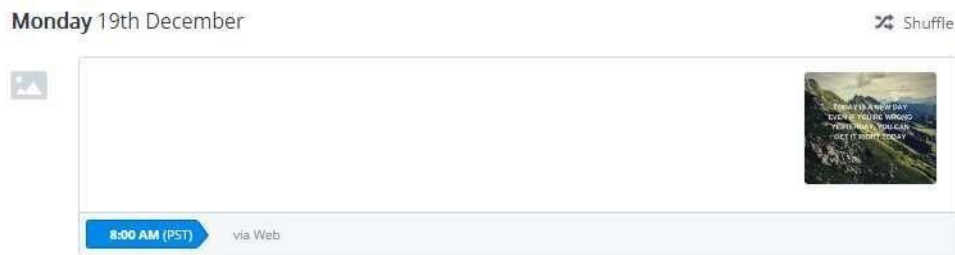

Social Media Management:

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

Like this:


Not like this:

Adding them all to your Portfolio

Once you have completed the VA Bootcamp, you must have at least 9 portfolio items saved.

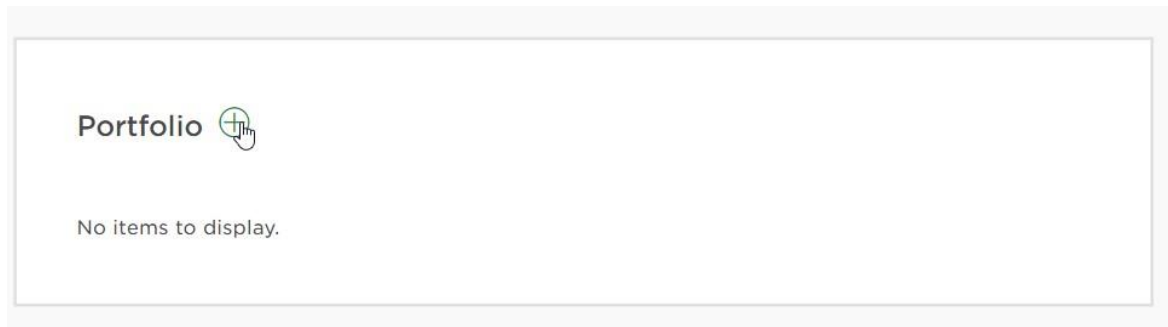For Accelerated and Complete students, you may add your Certificate of Completion too.

You may use them as portfolio items in various platforms, but for illustration purposes, I'll be using Upwork here.

To upload portfolio items:

1. Go to your Upwork profile.
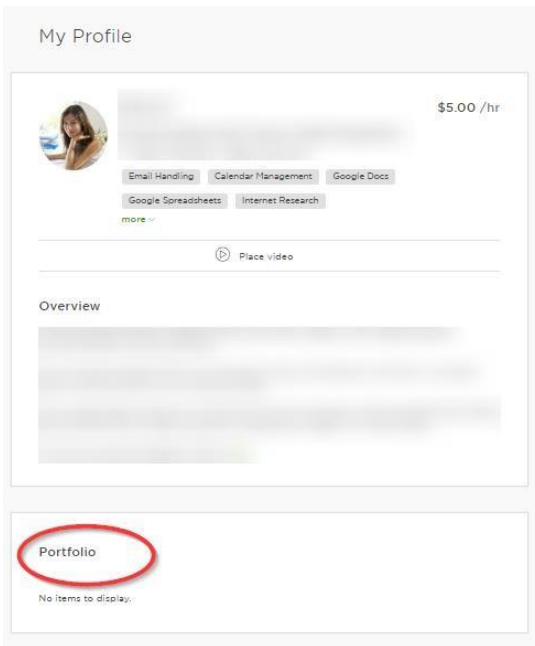
2. Mouse over the portfolio section and click on the little 'plus sign' that appears.

3. An "Add Project" window will pop-up. Here's how I filled it out for our E-mail Management item. Click on "Publish Project" once done.

Project Title

Email Management

Was this project done on Upwork?

Select a contract ⌄

Project Overview

I organized a Gmail inbox by sorting
out important emails, creating filters,
and applying appropriate labels.

G

3891 characters left

Category

Admin Support ⌄

Personal / Virtual Assistant ⌄

Project URL (optional)

Completion Date (optional)

Thumbnail Image

Project Files

drag or upload project files

Skills (optional)

Email Handling ×

Virtual Assistant ×

Administrative Support ×

Make sure you have copyright permissions to any work you add to this project
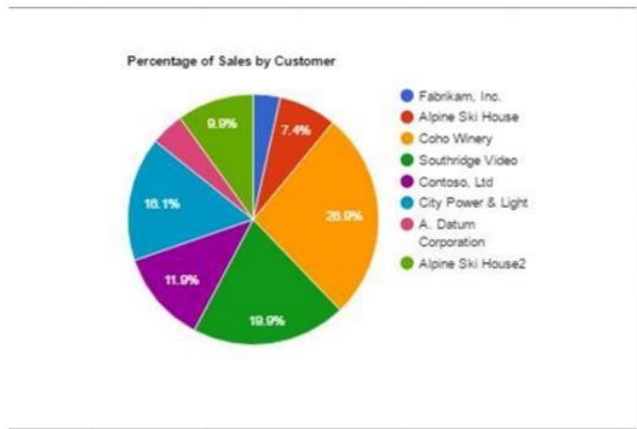
Publish Project   Cancel

4. Now, do the same for the remaining of your portfolio items. Once you're done, your profile
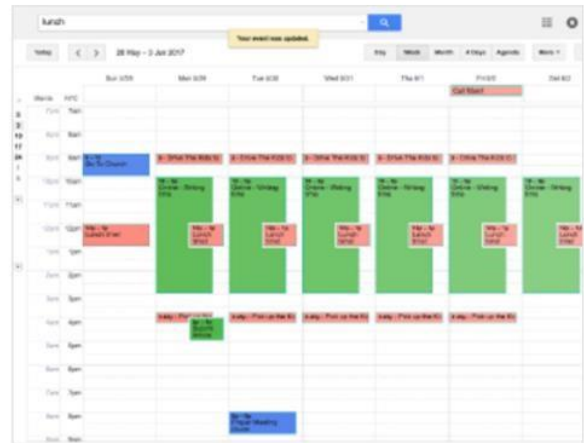   should look like this:
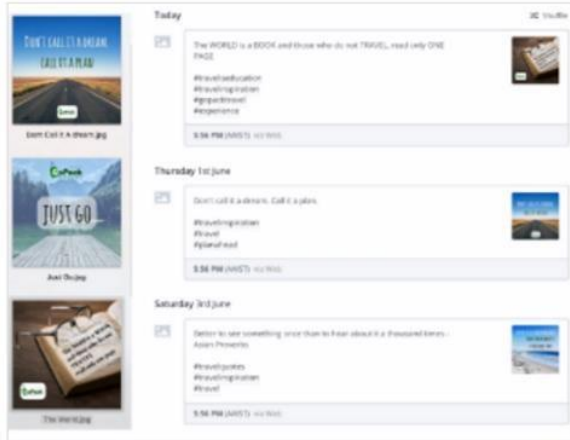
Social Media Management

Office Applications

Internet Research

Calendar Management

Note:

Portfolio items are not limited to your assignment outputs only.

You may include other things that you've done before such as articles you wrote, graphics you designed, financial statements you prepared, etc.

Just remember that before adding projects done for previous clients, get permission from them and blur out any sensitive information.