

Portfolio Binder Contents

The contents of your portfolio binder should include, at a minimum, the following items:

Journal
Computer History/Ethics Handout
Binary Conversion Worksheet
Job Application (AdZ Internship)
Resume (AdZ Internship)
Cover Letter (AdZ Internship)

Essential Computer Concepts

Terms
Computer Purchase Worksheet
Portfolio Project – Advice for the five persons

Windows 2000

Tutorial 1 Exploring the Basics

Terms

Tutorial 2 Working with Files

Terms

Portfolio Project – Bellevue Invitation and File Management Schemes

Browser Basics

Terms
Portfolio Project – Privacy Statement for AdZ, Inc. website

Introducing Office 2000

Terms

Word 2000

Tutorial 1 Creating a Document

Terms

Portfolio Project – My Personal Press Release and Press Release Plan

Tutorial 2 Editing and Formatting a Document

Terms

Portfolio Project – Grocery Ad Copy and Grocery Ad Copy Next Week

Tutorial 3 Working with Long Documents

Terms

Portfolio Project – Software Recommendations

Tutorial 4 Desktop Publishing with Word

Terms

Portfolio Project – Services Newsletter

Research Paper and MLA Documentation Style

Excel 2000**Tutorial 1 Using Worksheets to Make Business Decisions**

Terms

Portfolio Project – Cascade Revenue 1 and Cascade Revenue 2

Tutorial 2 Creating a Worksheet

Terms

Portfolio Project – Account Goals 1 and Account Goals 2

Tutorial 3 Creating a Professional-Looking Worksheet

Terms

Portfolio Project – Training Classes 1 and Training Classes 2

Tutorial 4 Creating Charts

Terms

Portfolio Project – Computer Costs 2

Integration**Tutorial 1 Word and Excel**

Terms

Portfolio Project – Dept Budget and Wong Memo

Access 2000**Tutorial 1 Introduction to Microsoft Access 2000**

Terms

Portfolio Project – On Spec database

Freelancer table

Freelancer query

Freelancer Data form

Portfolio Project 1 WordPad document

Tutorial 2 Creating and Maintaining a Database

Terms

Portfolio Project – Freelancer database

Supervisor table

Freelancer table

Tutorial 3 Querying a Database

Terms

Portfolio Project – NonStaff database

Copyeditor & Voice-Overs query

Freelancers Specialties query

New Hourly Rates query

Tutorial 4 Creating Forms and Reports

Terms

Portfolio Project – PartTime database

Freelancer Data form

Supervisors and Freelancers form w/ Freelancer
Subform

Supervisors & Their Freelancers report

PowerPoint 2000**Tutorial 1 Using PowerPoint to Create Presentations**

Terms

Portfolio Project – Revised Excel Training

Tutorial 2 Creating and Modifying Text and Graphic Objects

Terms

Portfolio Project – My AdZ Internship

Own Presentation

Integration**Tutorial 2: Word, Excel, Access, PowerPoint**

Terms

Portfolio Project - Form Letter.doc, Health2.ppt, and (AdZ Letter2 &
Benefits2)**Creating Web Pages**

Terms

Portfolio Project – Marina Divers & Watersports