**Portfolio**

You are to construct a portfolio in which all items to be returned to Mitchell are assembled and then sent to him as one package.

In addition to the work in the Task Planning Sheet you are to provide the following:

**Task A**

Identify two (2) key functions for each of the word processing applications listed below. Type your answers into the spaces provided. Key functions are the main uses of any application.

|  |  |
| --- | --- |
| **Microsoft Word** | Function 1: |
| Function 2: |
|  |  |
| **Microsoft PowerPoint** | Function 1: |
| Function 2: |
|  |  |
| **Microsoft Excel** | Function 1: |
| Function 2: |

**Task B**

Identify two (2) key features of your organisational requirements for ergonomics for each of the equipment shown below commonly used in in your workspace.

|  |  |
| --- | --- |
| **Chair** | Key feature 1: |
| Key feature 2: |
|  |  |
| **Desk** | Key feature 1: |
| Key feature 2: |

**Task C**

Provide **two** examples of your work in **each** of the following. The examples are to be drawn from work or social activities outside of this course.

1. Word processed document – these can be in the form of reports, correspondence, meeting minutes, newsletters, etc.
2. Presentations using presentation software such as Prezi, PowerPoint, etc.
3. Spreadsheets.