

Portfolio Assignment Step by Step Instructions

Use www.w3schools.com as a reference for html tags. Also, view the assignment video.

1. Create a new folder called **Last_First_Portfolio**
2. Copy an image file into the folder. Rename the image **photo.jpg**
If it's not an original image or clip art, make a note of the source of the image so that you can cite it later. Google is not a source, it's a search engine.
3. Copy one file from each of your Microsoft Office projects into the folder including PowerPoint, Word, Excel and Access. Also copy your Green Computing paper and the Social and Ethical Paper into the folder.
4. Open Notepad.
5. Save your document as **index.htm**
Be sure to save it inside the **Last_First_Portfolio** folder.
6. Type the opening html tag.
7. Type the opening head section tag.
8. Type the complete title tag. The title should be **[Your name]'s CIS105 Portfolio**
9. Type the closing head section tag.
10. Type the opening body section tag, including the attribute for a background color.
11. Type a complete headline tag. Your headline should be something like "My Portfolio".
12. Type an image tag. The value of the src attribute should be **photo.jpg** to match the image file in your folder. (see step 2). Your image tag should also include attributes for size, border, alignment and alternative text.
13. Type an opening paragraph tag. Write a paragraph (4-5 sentences minimum) that reflects on what you learned in CIS105. How can you use this information in real life? Type a closing paragraph tag.
14. Type a small heading tag to introduce a list of class projects. It could say something like "Examples of my class projects"
15. Type an opening tag for an ordered or un-ordered list. (numbered or bulleted).
16. Type an opening list item tag.
17. Type in the complete tag to link to your PowerPoint file. When typing the file name, do not forget to include the file extension - .ppt or .pptx. Hit enter.
18. Type an opening list item tag.
19. Type in the complete tag to link to your Word file. When typing the file name, do not forget to include the file extension - .docx. Hit enter.
20. Type an opening list item tag.
21. Type in the complete tag to link to your Excel file. When typing the file name, do not forget to include the file extension - .xlsx. Hit enter.
22. Type an opening list item tag.
23. Type in the complete tag to link to your Access file. When typing the file name, do not forget to include the file extension - .accdb. Hit enter.
24. Type the complete tag to create a link to a favorite web site. The text on the page should say something like "My favorite site"
25. If you used a non-original image above, type in an opening paragraph tag. Write a citation for the image such as "Image from [URL]". Type a closing paragraph tag.

Type an opening paragraph tag. Include the following disclaimer using your actual name instead of the words "Your Name.":

This site is authored and maintained by "Your Name". It is not an official website of the Maricopa County Community College District, and Maricopa is not responsible for the content of this site.

26. Type a closing paragraph tag.
27. Type a closing body tag
28. Type a closing html tag.
29. Save your changes.
30. Go to your **Last_First_Portfolio** folder and double-click **index.htm**
The web page should open in a web browser. Review the page for mistakes. If there are any, return to Notepad to fix. Save your changes in Notepad and refresh your web browser. Repeat as necessary.