



Hands-on Exercise No. 3
DigiSkills 2.0 Batch-05
Freelancing

Total Marks: 10

Due Date: 24/08/2023

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Create Services on freelance platforms.
- Increase your chances of getting orders without bidding.
- Increase earning potential.

Problem Statement:

You can showcase your services on freelance platforms for clients to directly order them. These ready-to-buy services are called ‘**Gig**’ on Fiverr, ‘**Project**’ on Upwork, ‘**Service**’ on Guru, and ‘**Offer**’ on PeoplePerHour.

The Service feature allows the clients to find the right person for their job without getting their inboxes flooded with bid proposals. It is also very beneficial for freelancers as it increases the chances of getting projects without the bidding hassle.

Tasks:

Please furnish the following information related to a particular service, such as logo design, article writing, ad campaign creation, product listing, data entry, etc., in a Microsoft Word document:

1. Service Title (**one liner**)
2. Representative Thumbnail Image illustrating the offered service
3. Service Description, including both the necessary requirements and the deliverables you will provide (**minimum 150 words**)
4. Relevant Tags
5. Pricing Information

Note: You are NOT required to create a profile on any freelance platform

Requirements:

MS Word file with the following item(s):

- A Microsoft Word file containing above mentioned 5 items.

Guideline:

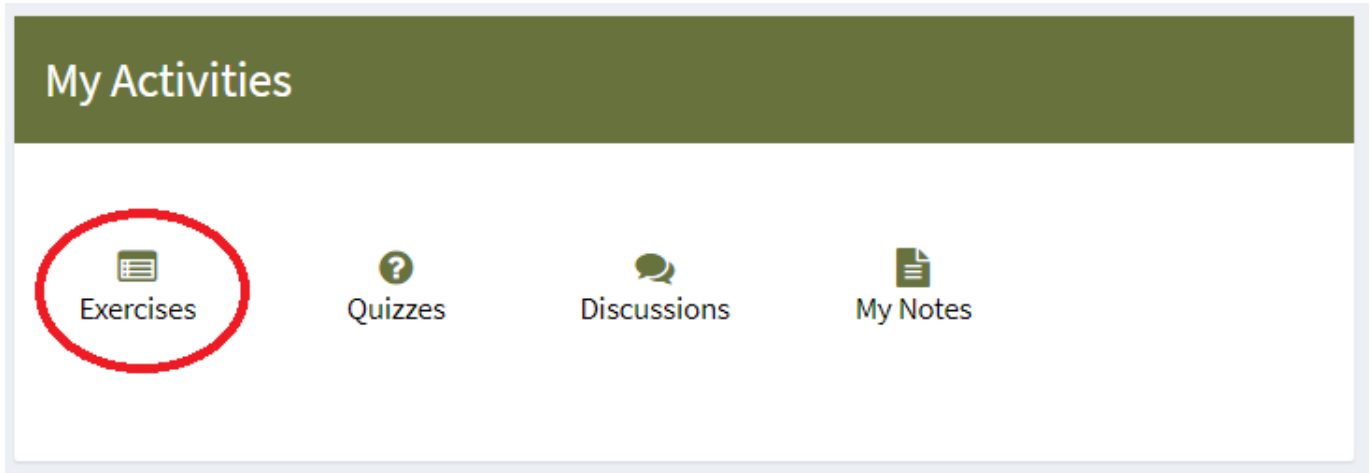
- You are required to watch the video lecture **61**.
- You are not required to ‘Sign up’ on any of the freelance platforms for this Exercise.
- Develop attractive and professional thumbnails related to your skills, watch **Lesson 53** for reference.
- You can visit Gigs/Projects/Offers/Services of other freelancers related to your skills to get an idea.

BEST OF LUCK ☺

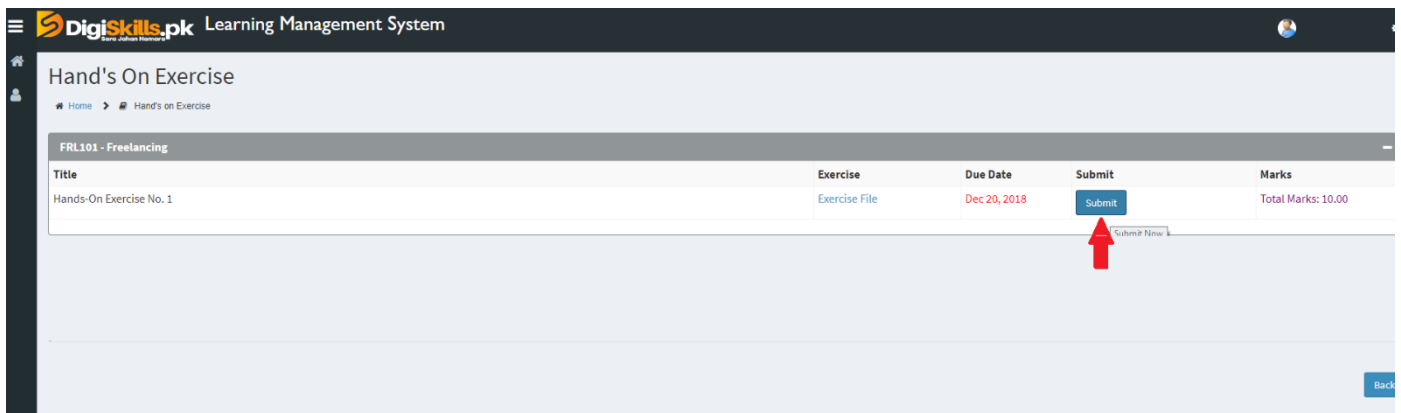
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format