**Unit1-1.3**

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# e-portfolio

A collection of works in electronic format (webpages), that allows the reader access to information regarding a subject over time. (jones, 2022)

The author should consider their audience target, the content included, its purpose and the detail and format of the presentation to adhere the portfolio to the reader.

## A portfolio could be a series of documents, presented as web pages with topics such as;

* Workplace environment
* Working with data
* Problem solving
* Communication skills
* Skill development
* Mental Health issues
* ***Many other topics*** (Jones, Examples of student ePortfolios, 2022)

## The author should consider including a summary of;

* Who wrote the work
* A table of contents
* A Table of figures
* An Index
* Citations in-text
* References
* Bibliology
* ***Other useful tools that can enhance the reader experience[[1]](#footnote-1)***

# Sources and Tools

* Report writing [to compose a text document, that will explain my reason for writing the work, emphasise the tools I can use to build an extensive and informative document, and to give the reader an experience of my viewpoint in the topic].
* Templates[ to build a template, {table, text style, text page, html page, CSS page}, so I can use the template as a design, enabling myself to quickly form documents that are pre-formatted, and I can adapt individually to suit the current topic I am writing about].
* Macro’s [basically the same operation as a template but using elements of a document that are formatted and can easily be included into a new document].
* Table of content [provides the reader with a list of the different sections of the document, including title of a chapter, subtitle of different elements of that chapter. Provides page numbers and a link to these titles and subtitles for easy access].
* Table of figures[ provides a list of ***pictures, images, tables etc***, including page numbers, included in the document].
* Index **[**gives the reader a list of contents and page numbers at the bottom of the document**]**.[[2]](#footnote-2)

# Learning Experience

To learn the skills needed to successfully use these tools, I would have to research the internet for tutorials regarding the tool subject, there are free tutorials on the YouTube website, other payable websites with more extensive tutorials, such as [Pluralsight, Udemy, FreeCodeCamp, capita Bootcamp etc].

# Costing related to external software

## Free

Whilst there are many free websites available to learn skills needed to use some of the tools in software programs such as [Microsoft word, Excel, access, PowerPoint], the majority of the tutorials are for older versions of window platform,[03,07,13,16], there are free tutorials for the 2019 & 365 window platforms ,however, the information does correspond with the basics of each Microsoft software program, even when its been updated, this entails the user to commit further time to clarify, how the updated versions vary to be able to use the tools in the program successfully.

Microsoft has support and tutorial websites for each new updated program it introduces, these are useful but are limited in the knowledge value.

## Payable

If the user needs a more extensive and accurate tutorial, then there are websites available, with a significant cost involved. This costing should be accounted for an individual’s learning experience, but when a website is composed, the author would need to inform the reader of the costs involved in using the web page elements. (Jones, Empower Yourself, 2022)

A website that offers extensive learning tutorials with certificates for supporting an individual’s CV, offer different grades of membership, which vary in content and complexity, sites such as;

### Membership tutorials

* Drupalize me [ a website offering extensive support for using Drupal Content Management Systems-resource libraries, databases, for large complex website support][[3]](#footnote-3)
* LinkedIn [Excel Tutorials- teaches Macros, pivot tables, formulas et][[4]](#footnote-4)

# Audience

The audience for my web site would differ from the nature of the topic I wish to write about, it would affect the format of the pages, the content of the text and the style and design of the language, I would use to convey my message.

# Planning

I would carefully plan how I intend to build and maintain my work, using a Gantt chart to express how each stage of the development will be accessed.[[5]](#footnote-5)

# Page Format

Using CSS code to design the overall page outlay, including the header, footer, main content, and navigation bar, which would dictate the sizes and colors include.

The text layout and images would be coded on an html page using html code, JavaScript, and CSS.

# Bibliography

Jones, K. (2022, March 09). *Empower Yourself*. Retrieved from Alison's New App is now available on iOS and Android! : https://alison.com/?utm\_source=bing&utm\_medium=cpc&utm\_campaign=424561025&utm\_content=1355699289322423&utm\_term=kwd-84732068839322:loc-188&msclkid=507b94e86b4e10ddca4ff6c0876e06ba

Jones, K. (2022, March 09). *Examples of student ePortfolios*. Retrieved from /uwaterloo.ca: https://uwaterloo.ca/centre-for-teaching-excellence/resources/integrative

jones, K. (2022, March 09). *The What, Why, and How of ePortfolios*. Retrieved from .clemson.edu: https://www.clemson.edu/academics/programs/eportfolio/information.html

1. Boot camp Unit 1-1.2 [↑](#footnote-ref-1)
2. Bootcamp Unit1-1.2 [↑](#footnote-ref-2)
3. Pay-site Drupalize me [↑](#footnote-ref-3)
4. Pay site-LinkedIn [↑](#footnote-ref-4)
5. See the Gantt chart [planning unit 2]- unit1-1.3 [↑](#footnote-ref-5)