**Portfolio Task Guidelines**

1. Please submit portfolio task as **MS Word doc. or docx**. file. No **PDF** file.
2. Use **Times New Roman, 12 Font** for each submission.
3. Do not miss the deadline. It is expected that you submit early to avoid the risk of delayed submission.
4. Irregularity in task completion and submission will earn you minus points.
5. Copying from any classmates’ completed tasks or from any other sources will deem it disqualified for assessment.

**What to Do:**

Download the documents and read instructions carefully. Create a new word document or work on the downloaded document (You must save one original copy). Finish your task and attach/upload it as a word file.

**How to Submit:**

Click on View Assignment<Attach the document<Click on Hand in/Submit.