

# Portfolio Cover Sheet Directions

Name: \_\_\_\_\_ Hour: \_\_\_\_\_

## PORTFOLIO COVER SHEET DIRECTIONS

As you know, we must turn in a portfolio at the end of the trimester.

One nice thing that would improve your portfolio would be a cover sheet on the outside, and some separation pages on the inside.

**For the cover**, it would be good to put a border on it, have your name, class period, and a clipart that would represent what we have learned in our class this trimester.

For the inside, you might consider making separator pages for the major sections of you portfolio. These pages would include the following:

**General Items** (windows things, vocab words, quizzes and test)

**Word Processing** (all our typing papers)

**Desktop Publishing** (all our posters)

**Extra Credit Items** (stories, drawings, etc)

You are welcome put a border on these pages, label them, and use clipart on them if you would like.

**Put this in your portfolio!**

