

Beginning Computers Portfolio Order Sheet

Missing	Grade
Points Each is Worth	

Name: _____ Hour: _____

General Items

1. This sheet here
2. Class Rules - HO
3. Speed Test Record (optional)
4. Windows notes – HO
5. Windows Quiz - HO
6. Mavis Beacon Typing Skills - HO
7. Vocabulary Word notes
8. Vocabulary Quiz #1 – HO
9. Binary Data Volume Chart - HO
10. Binary Numbers Worksheet - HO
11. Vocabulary Quiz #2 - HO
12. Vocabulary Test - HO

Word Processing Items

13. Word 2016 Basic Notes – HO
14. Word 2016 Steps Notes – HO
15. Typing Paper Progress Paper – HO
16. Simplified Bibliography – HO
17. How long it should take to type a paper – HO
18. Typing Paper Rules 1 – HO
19. Typing Paper Rules 1 – PP
20. Typing Paper Rules 2 – HO
21. Typing Paper Rules 2 – PP
22. Microsoft Word Quiz 1 - HO
23. Microsoft Word Quiz 2 - HO
24. The First Computers – HO
25. The First Computers – PP
26. Binary – HO
27. Binary – PP
28. Computers and Information – HO
29. Computers and Information – PP
30. History of Computers – HO
31. History of Computers - PP
32. What Makes a Computer Work – HO

33. What Makes a



TO



Computer Work – PP

34. Reference Information Quiz - HO
35. Monitors – HO
36. Monitors – PP
37. Printers – HO
38. Printers – PP
39. Computer History and Facts– HO
40. Computer History and Facts – PP
41. What's What – HO
42. What's What – PP
43. Mice - HO
44. Mice – PP
45. Android or iOS – HO
46. Android or iOS - PP

Desktop Publishing

47. Stop Inn Bakery - HO
48. Stop Inn Bakery – PP
49. Taco Soup Recipe - HO
50. Taco Soup Recipe – PP
51. Portfolio Cover Sheet - HO

Extra Credit Items

52. Story\Fairy Tale Bonus Assignments – PP
53. Any drawings you created in Paint - PP

Other things not listed

54. _____

HO – Handout I gave you.
PP – Printout you turned in

Portfolio

Rough Draft