Basic Skills for Constructing Digital Portfolios

This webinar will show you some basic computer skills to aid in constructing your digital portfolios on a Windows computer. This session will cover:

- Microsoft Word versus Microsoft Power Point
- Downloading and renaming templates
- Adding slides in PowerPoint
- Modifying margins, headers, and footers
- Formatting, copying, and pasting text
- Inserting and modifying images
- Inserting page breaks
- Inserting and resolving comments
- Accessing spelling & grammar check
- Saving your document

This is a webinar designed for basic computer proficiency and is aimed at program staff who would like to know how to use Microsoft Word to construct their portfolios.

If you miss the webinar or can't attend, no worries! A recording will be placed on **NAEYC website** in the coming weeks.

To access NAEYC Provisional Accreditation resources, click the link below:

NAEYC Resources for Provisional Accreditation

For a guide on how to use the portfolio templates provided by NAEYC, please click the link below:

How to Use the Portfolio Templates

If you missed the previous webinar, “Constructing Your Digital Portfolios”, you can access the recording and handouts by clicking the links below:

Webinar – Constructing Your Digital Portfolios

Handout – Constructing Your Digital Portfolios

Webinar - Using Google Apps to Collaborate with Your Team

Handout - Using Google Apps to Collaborate with Your Team

If you have any questions that were not addressed in the webinar, please email
accreditation.information@naeyc.org

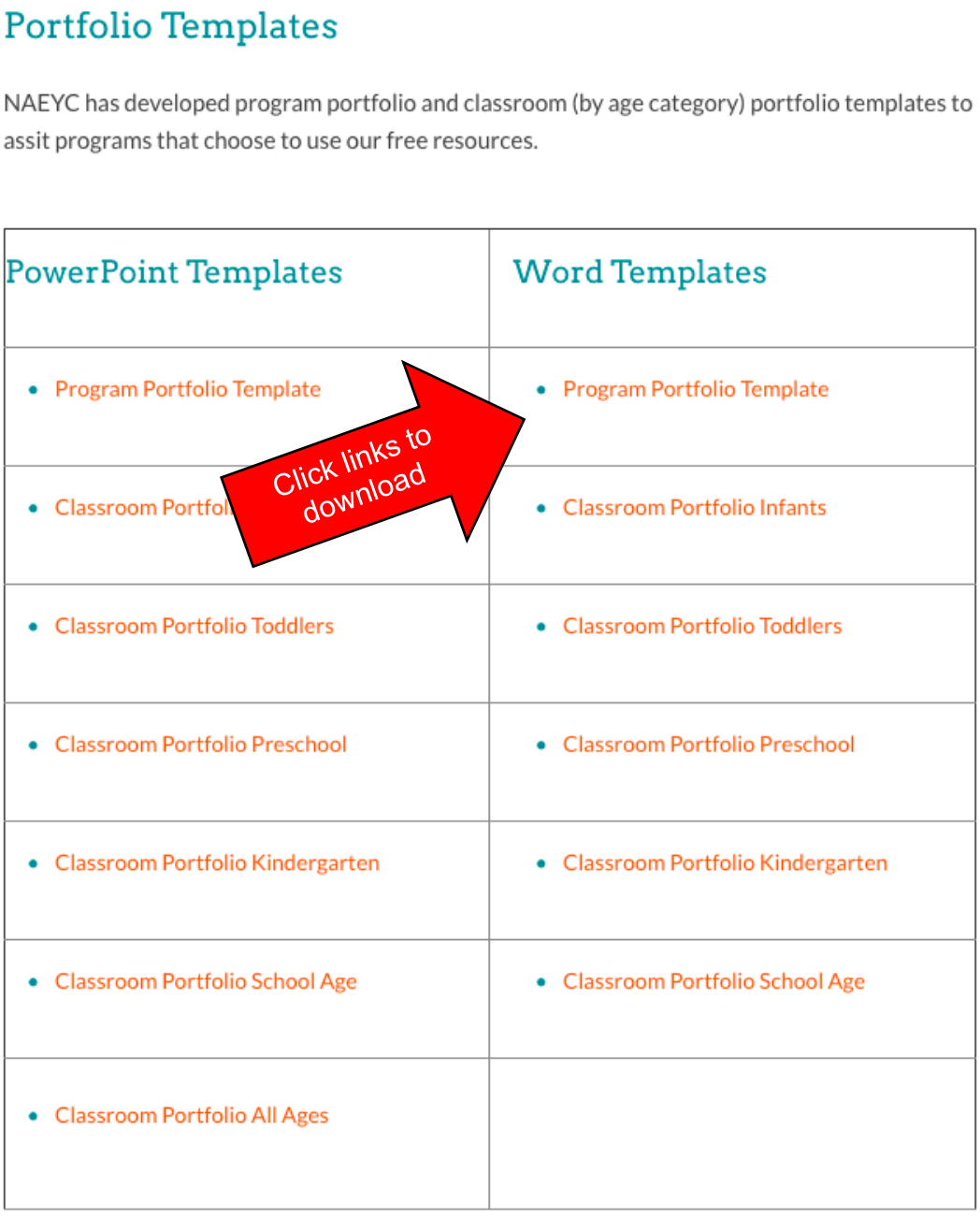
Microsoft Word versus Microsoft PowerPoint

Microsoft Word	Microsoft PowerPoint
Word processing software • Great for documents with text/images • Useful for creating documents like portfolios, handbooks, etc.	Presentation software • Great for graphics • Useful for meetings, training, and other presentations.
Features • Spelling & grammar check • Document review features • Customizable format	Features • Animation • Timed presentations • Design templates
Pros for portfolio construction • Determine your layout • Much larger page size for evidence • Leave comments • Smaller file size	Pros for portfolio construction • Easily navigated with keyboard

Downloading and Renaming Templates

Download Templates

First, go to the NAEYC Provisional Accreditation page and scroll down to resources. There, you'll see portfolio templates in both Microsoft Word and Microsoft PowerPoint formats. Click the templates you want and they will automatically download to your computer (usually straight to your Downloads folder).



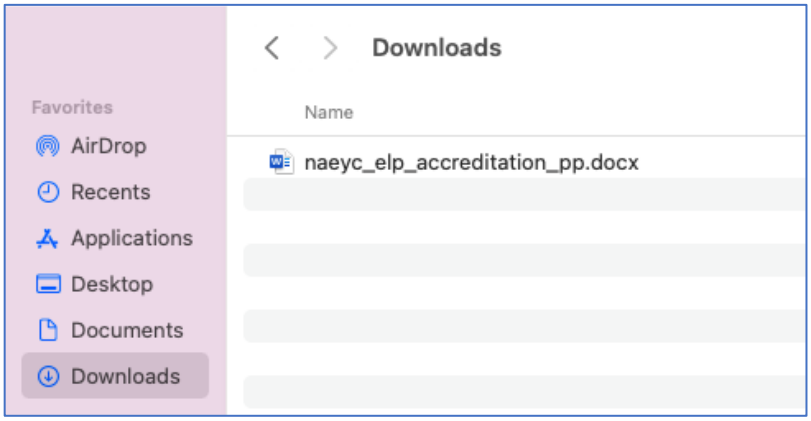
Portfolio Templates

NAEYC has developed program portfolio and classroom (by age category) portfolio templates to assit programs that choose to use our free resources.

PowerPoint Templates	Word Templates
• Program Portfolio Template	• Program Portfolio Template
• Classroom Portfol	• Classroom Portfolio Infants
• Classroom Portfolio Toddlers	• Classroom Portfolio Toddlers
• Classroom Portfolio Preschool	• Classroom Portfolio Preschool
• Classroom Portfolio Kindergarten	• Classroom Portfolio Kindergarten
• Classroom Portfolio School Age	• Classroom Portfolio School Age
• Classroom Portfolio All Ages	

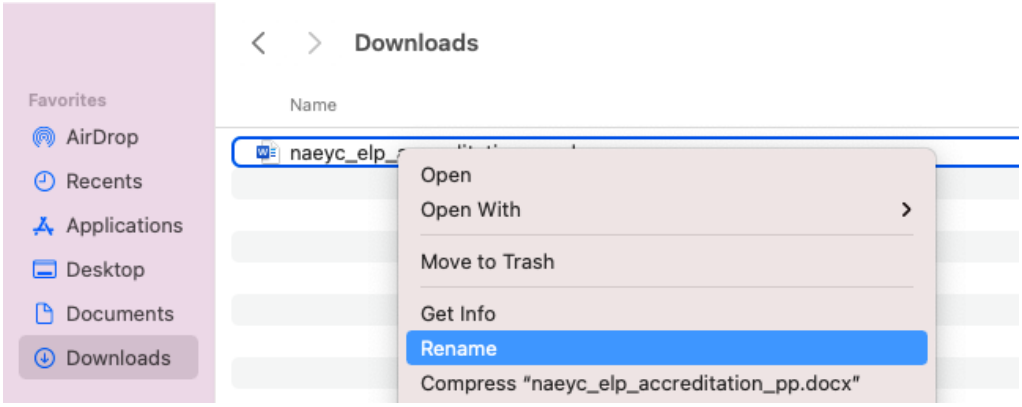
Rename Templates

Go to your **Downloads** folder. You will see your downloaded files.



Right click on the file and select "**Rename**". Type your new file name and then hit **Enter** on your keyboard. NAEYC recommends naming your documents as shown below:

> [NAEYC Program ID_Program Name_PP].
> Example: **123456_MickeysPlayhouse_PP**



Moving Files

To move your files to a new location on your computer, select your files and right click, then select "**Cut**". Alternatively, select your files, then hit **Ctrl + X** on your keyboard to cut the files. Go to your desired location and then right click within the folder and select "**Paste**". Alternatively, you can hit **Ctrl + V** to paste your files.

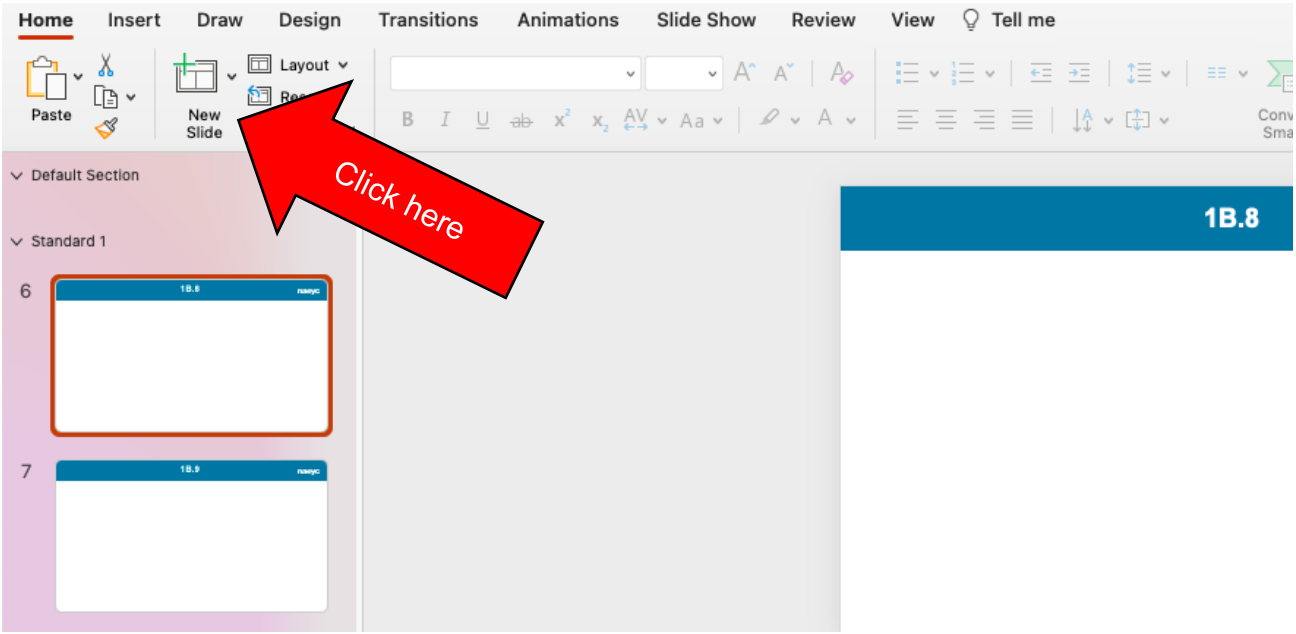
Keyboard Shortcuts: Copying & Pasting

Cut (moves files)	Ctrl + X
Copy (copies files)	Ctrl + C
Paste	Ctrl + V

Adding Slides in PowerPoint

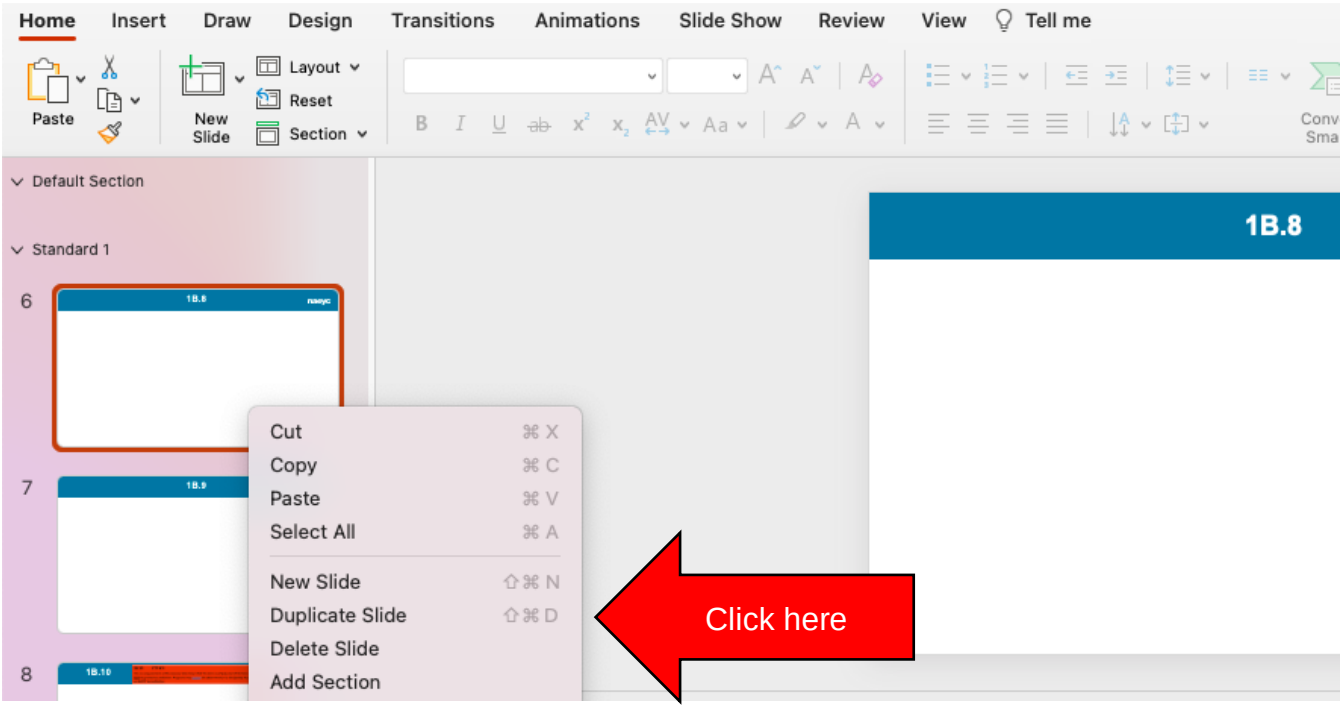
Add a Blank Slide

To add a blank slide in PowerPoint, click on "**New Slide**" in the Home menu at the top left corner of your screen.



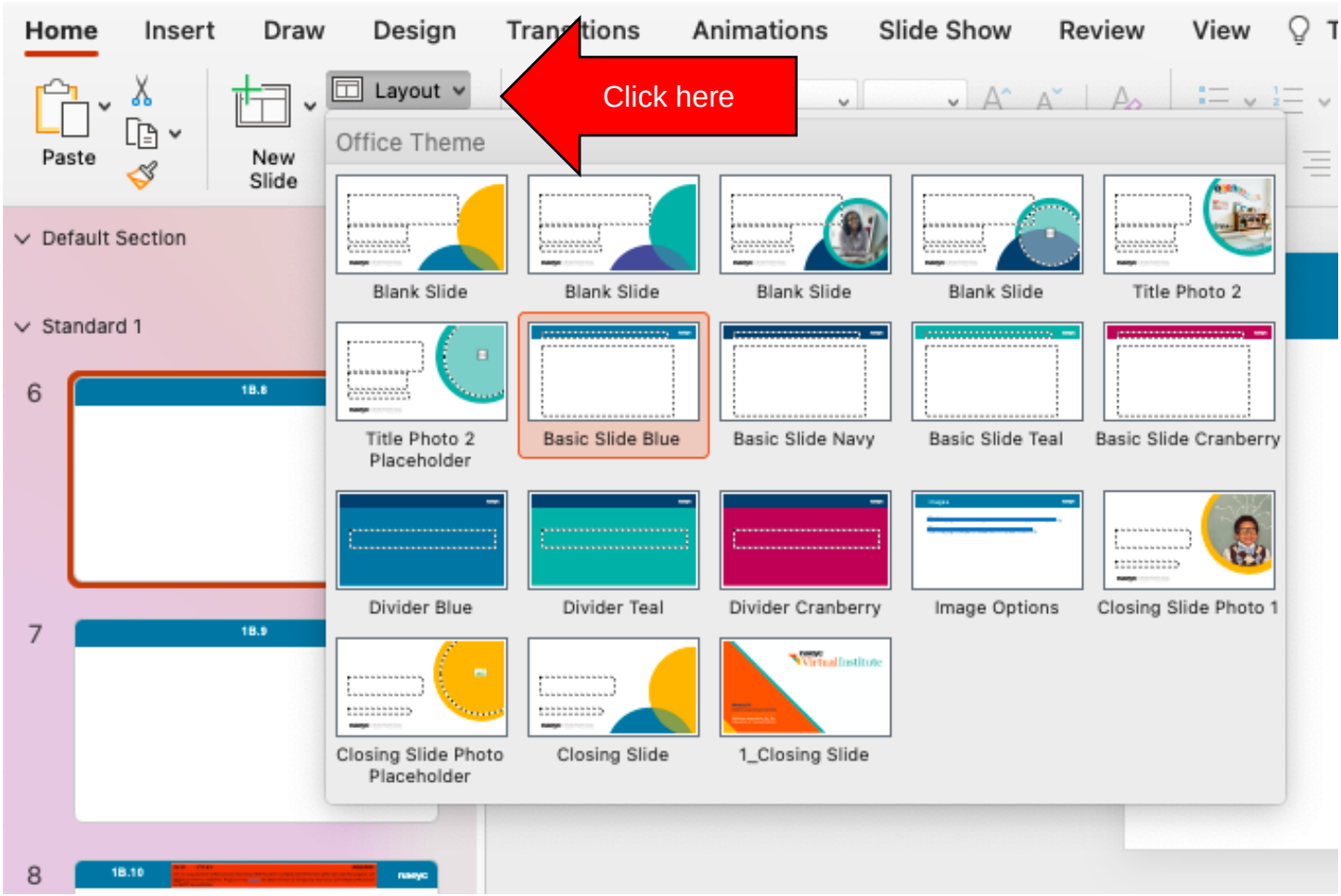
Duplicate an Existing Slide

To duplicate an existing slide, **right click** on the slide preview on the left side of the screen, then click "**Duplicate Slide**".



Modify the Slide Layout

To modify the layout of a slide, go to that slide, then select "**Layout**" from the **Home** menu at the top left corner of the screen. Then, select the layout you would like to use from the options provided.

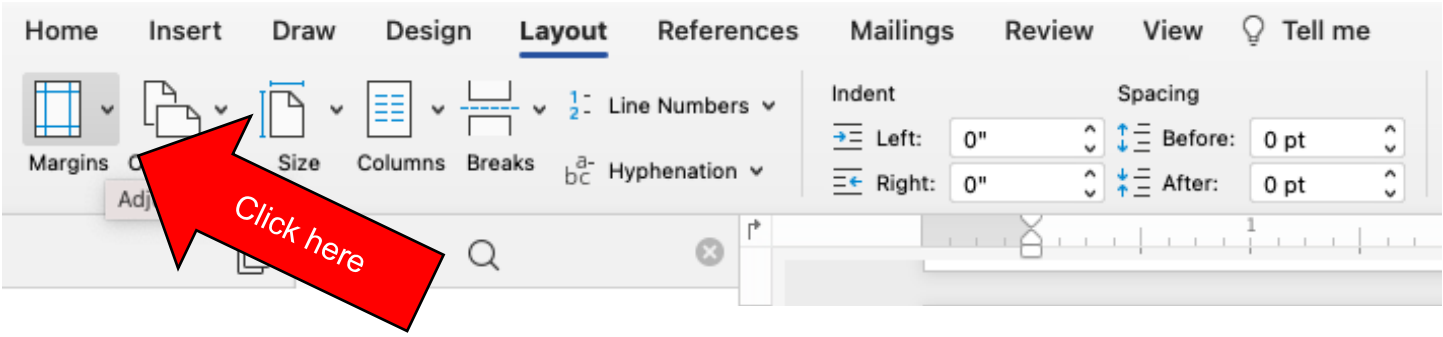


Keyboard Shortcuts: PowerPoint

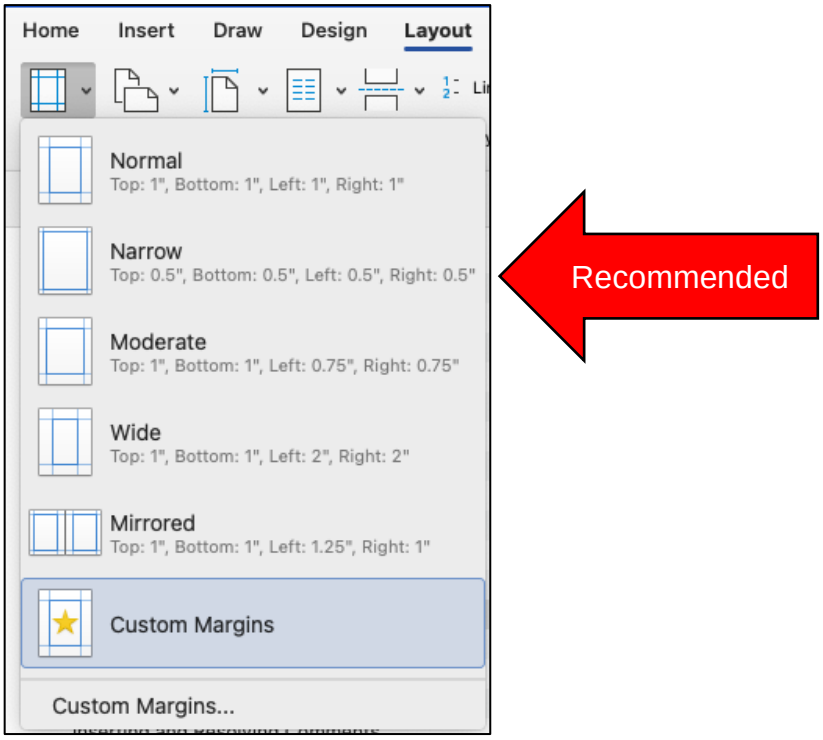
New Slide	Ctrl + M
Duplicate Slide	Ctrl + Shift + D

Modifying Margins, Headers, and Footers

To make adjust your margins to make them skinnier or thicker, just go to your **Layout Menu** at the top of the screen and select **Margins**.

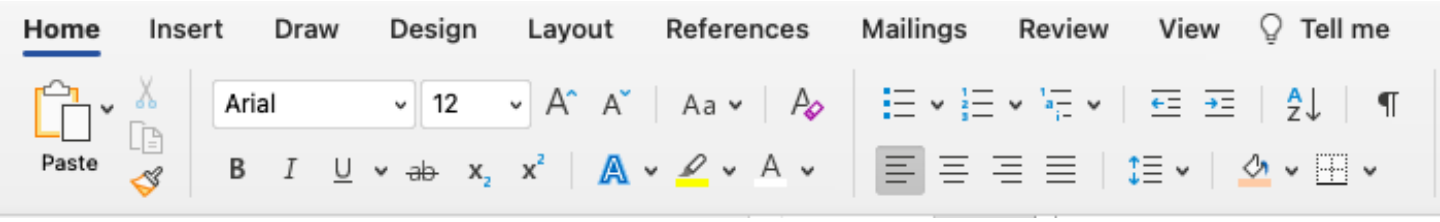


Then, select your preference. I recommend using "**Narrow**", which is 0.5 inches on all sides. This will give you more space for text and images so you will not need to create so many pages.



Formatting, Copying, and Pasting Text

Your text options are located in your **Home Menu** right at the top of your screen.



Text Formatting Icons

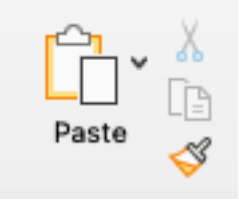
Paste	Paste text or image
	Cut text or image
	Copy text or image
	Copy/paste formatting
Arial	Select your font type here
12	Select your font size here
	Increase font size
	Decrease font size
	Make text bold
	Italicize text
	Underline text
	Clear all formatting from text
	Subscript$_{subscript}$
	Superscript ^{superscript}
	Text effects – select a design you like
	Insert bullet points

	Insert numbered points
	Insert multi-leveled lists
	Align text to the left
	Align text to the right
	Center text on page
	Justify text so that each end meets the right and left page margins

Copying / Cutting Text

Copying text will make a copy of your selection so you can use the same information elsewhere. **Cutting** text will move that selection to a new location.

First, select the text you would like to copy by clicking at the beginning of the text and dragging your mouse to the end of the selection. The selected text will be highlighted in blue. Then, **right click** on the highlighted text and select "**Copy**" (Ctrl + C) or "**Cut**" (Ctrl + X), depending on what you would like to do. Alternatively, you can click on the icons in your **Home** menu at the top left corner of the page or use keyboard shortcuts.

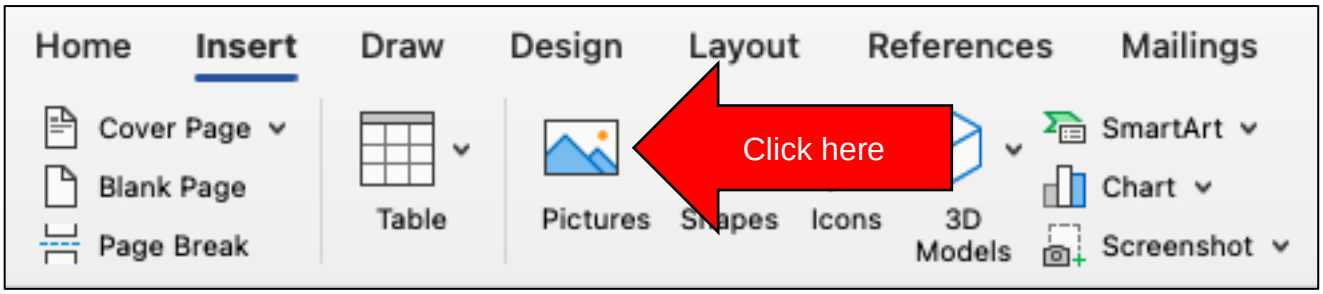


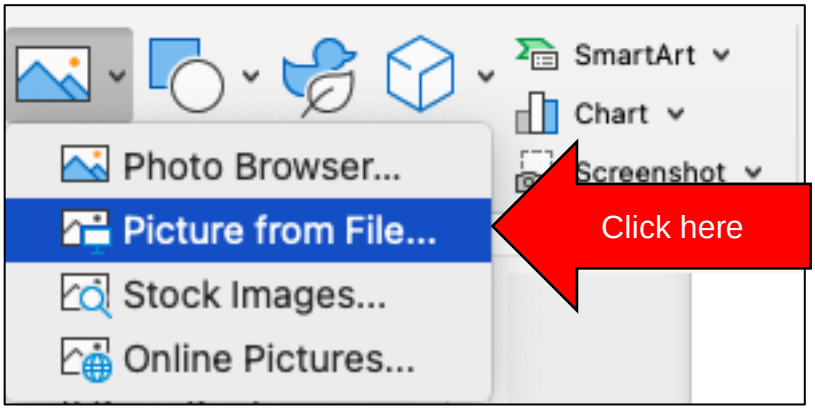
Then, go to your desired location and **right click**, then select "**Paste**" (Ctrl + V).

Inserting and Modifying Images

Insert an Image File

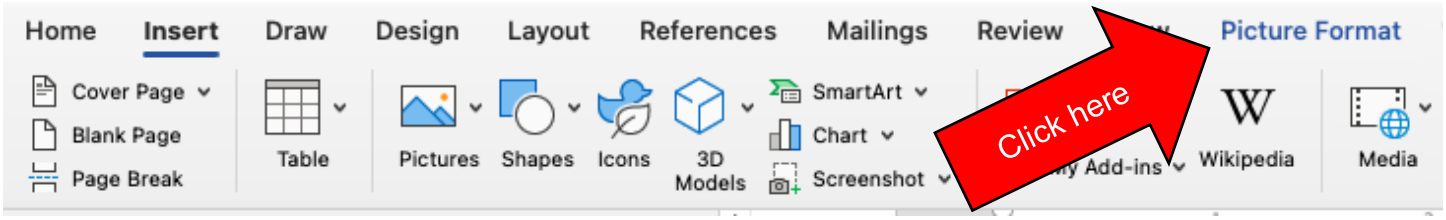
To insert an image, click on the **Insert Menu** at the top of your screen, then select "**Pictures**" followed by "**Picture from File...**". Then you can browse through your documents and find the picture file you would like to insert.



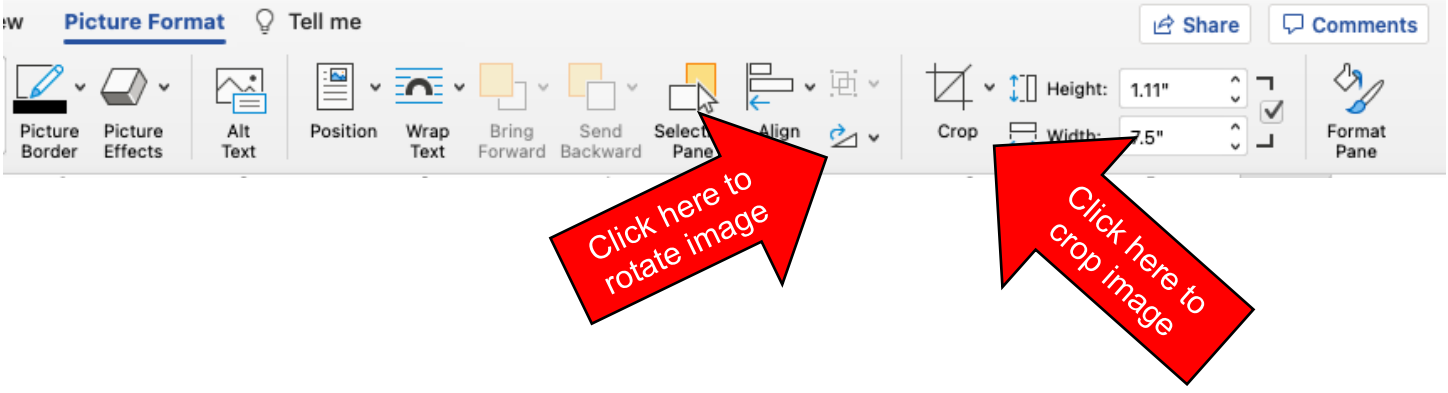


Modify an Image

To modify an image, click on the image first. You will see a new menu pop up called "**Picture Format**"

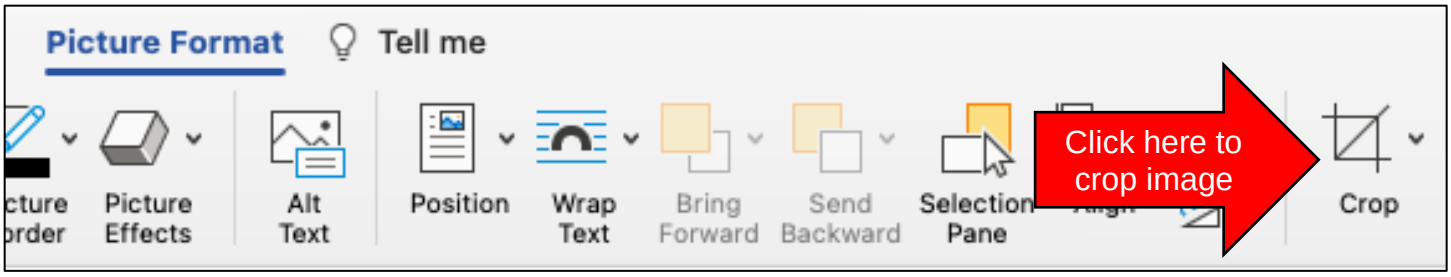


The picture format menu is most useful for cropping your images and rotating them.



Cropping an Image

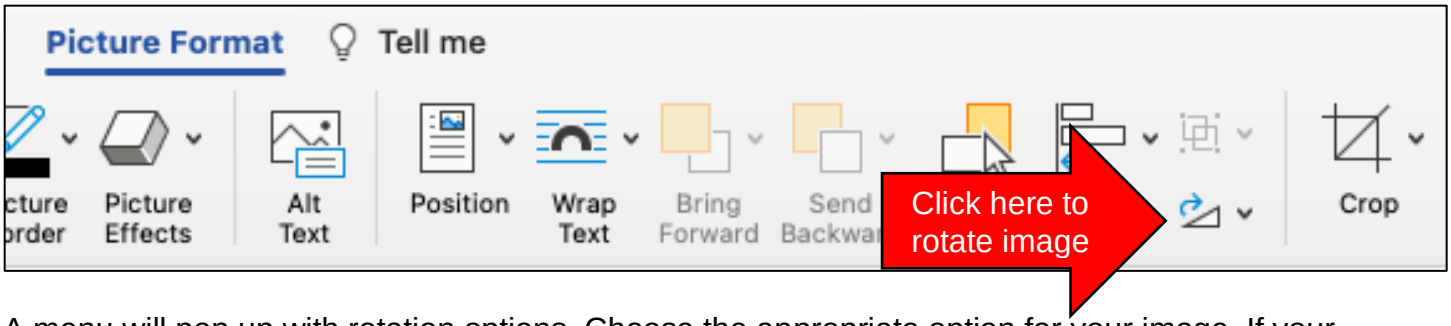
To crop an image, first click on it. This will reveal the **Picture Format** menu. Click the Picture Format menu at the top of your screen, then select the crop tool.



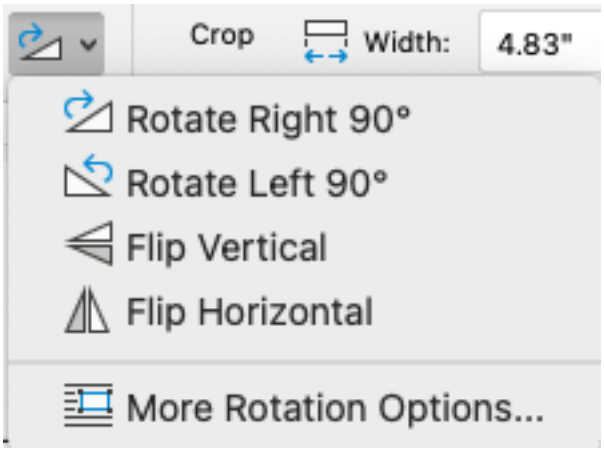
After selecting the crop tool, you will see thick black border lines around your picture (see below). You can click and drag these lines to select the part of the image you would like to use as evidence, then once you are done, hit **Enter** on your keyboard to finalize your crop selection.

Rotating an Image

To rotate an image, first click on it. This will reveal the **Picture Format** menu. Click the **Picture Format** menu at the top of your screen, then select the rotate tool.



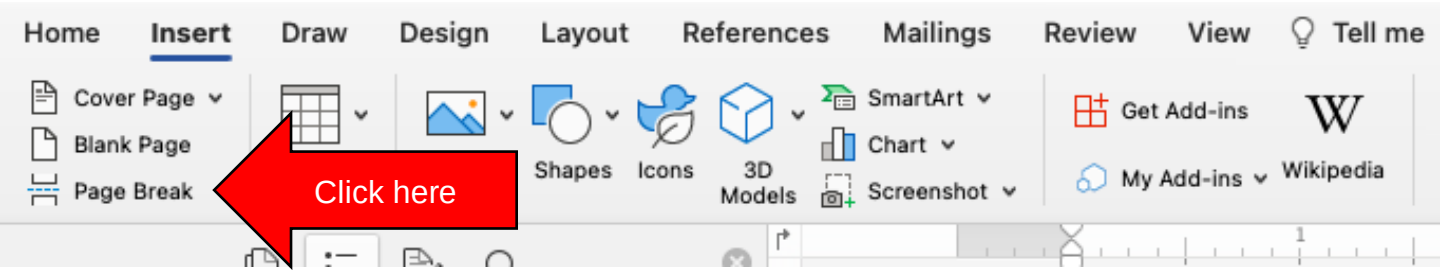
A menu will pop up with rotation options. Choose the appropriate option for your image. If your images contain text, ensure that your text is oriented correctly for readability.



Inserting Page Breaks

Page breaks are great for ensuring each standard starts on a new page without having to hit the Enter key numerous times. Using a page break will automatically move your data to the new page.

Just go to the Insert menu at the top of your screen and select "**Page Break**"



Alternatively, you can use a keyboard shortcut.

Keyboard Shortcut: Page Break

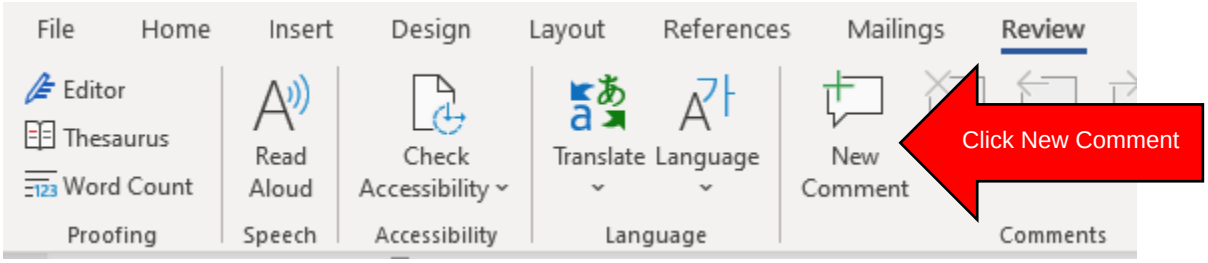
Page Break	Ctrl + Enter

Inserting and Resolving Comments

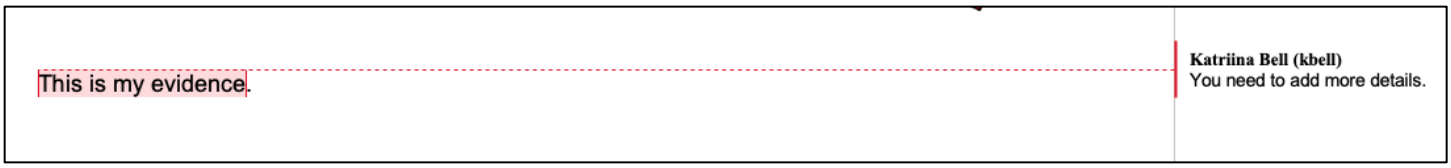
Comments are useful for providing feedback in a way that is easy to find and also does not affect the content of your document. Comments show up on the right side of your document and may be added, responded to, resolved, and deleted.

Add a Comment

To add a comment, select the text you would like to comment on, then go to your Review menu and click "**New Comment**". Type your comment and then click anywhere in your document.

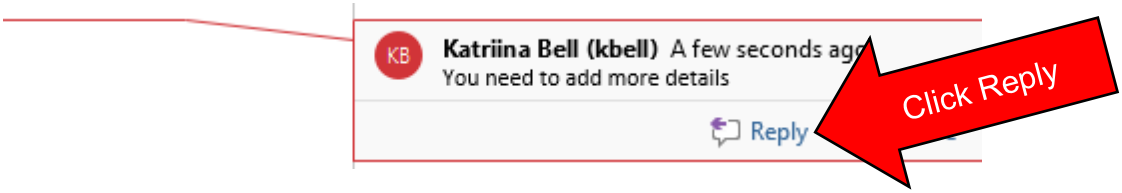


Your comment will appear inside a red box on the right side of your screen.



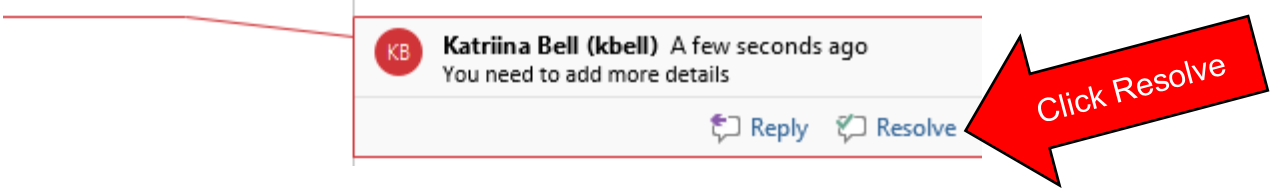
Reply to a Comment

To respond to a comment, right click on the comment on the right side of your screen, then click on "**Reply**". This will allow you to respond to a comment directed to you.



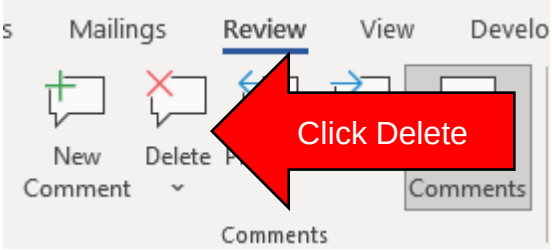
Resolving a Comment

You can resolve a comment to show that it has been addressed. It will not remove the comment from your document in case you would like to use it as a marker and see what edits have been made. To resolve a comment, click on the comment box on the right side of your screen, then in the **Review** menu, click **Resolve**. You can also right click on a comment and click **Resolve Comment**.



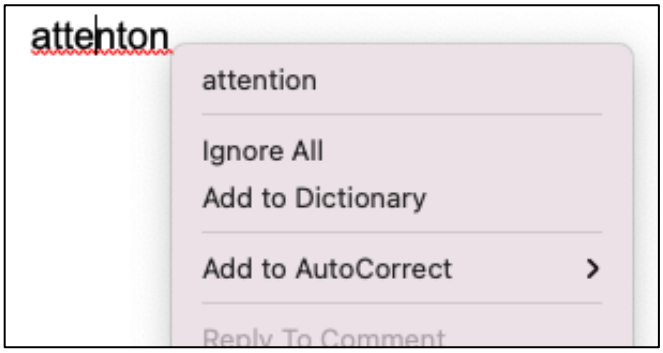
Deleting a Comment

Deleting a comment removes it from your document completely. To delete a comment, click on the comment box on the right side of your screen, then in the **Review** menu, click **Delete**. You can also right click on a comment and select **Delete Comment** to delete it.

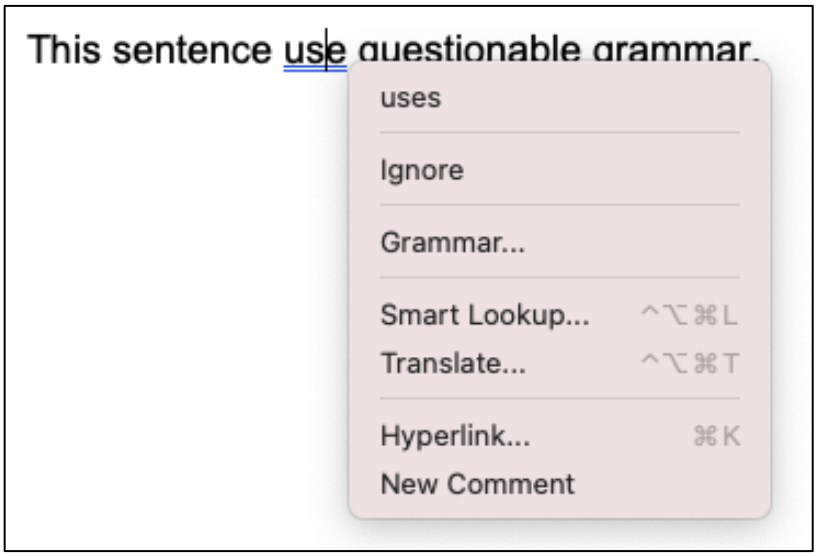


Accessing Spelling & Grammar Check

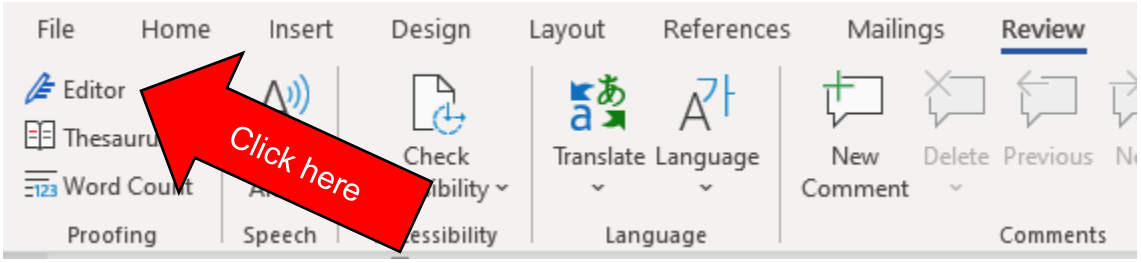
If you misspell a word, Microsoft Word will bring it to your attention by underlining it in a red, zigzagging line as shown below. To view the suggested correction, **right click** on the word. You can click on the suggestion to accept it, ignore the correction, or add the word to your program's dictionary if it is a real word that Microsoft does not recognize.



If you use incorrect grammar, it will underline the word(s) that need to be corrected in blue. To view the suggested correction, right click on the word. You can click on the suggestion to accept it or ignore the correction by clicking **Ignore**.

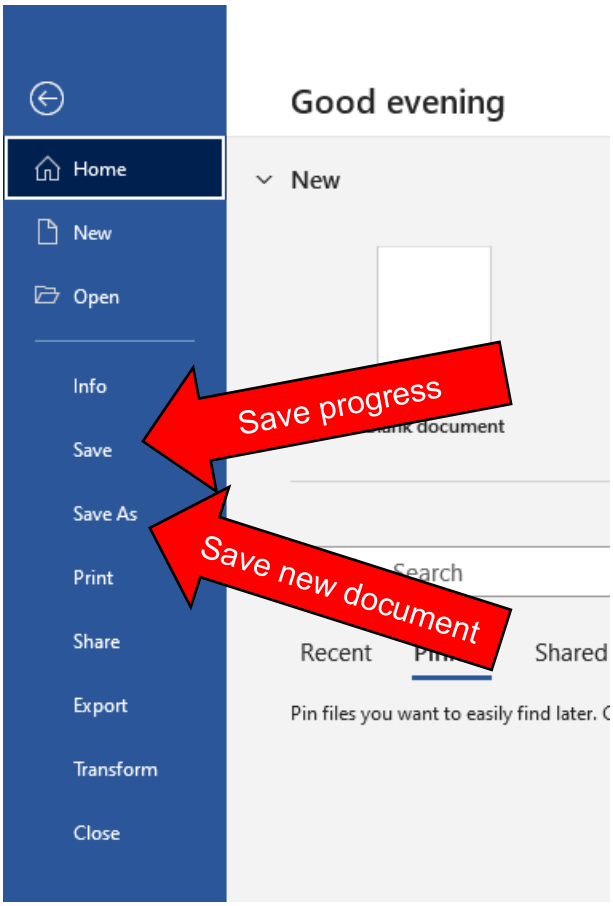


You can also view the **Spelling and Grammar** tool, which will go over all flagged words and sentences for your review. To do this, go to your **Review** menu at the top of your screen and click "**Editor**".



Saving your document

Make sure you are saving your documents regularly as you edit to prevent data loss!

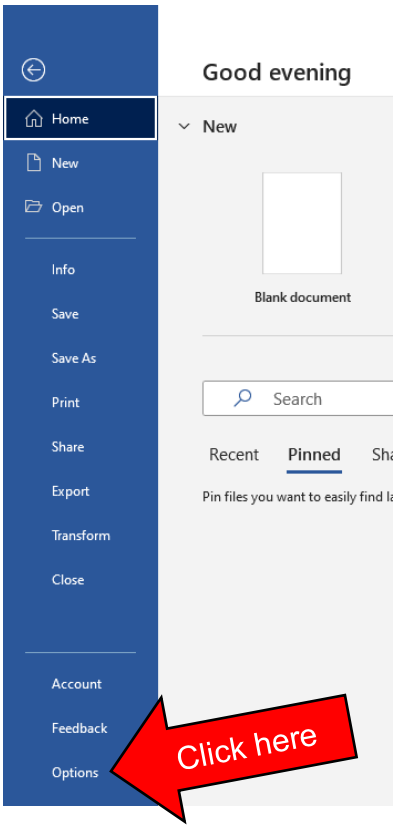


Save as a New Document

To save your file as a new document, go to **File** at the top left corner of the screen, then select "**Save as…**" and input a file name and location. Alternatively, you can hit F12 on your keyboard.

Save File Progress

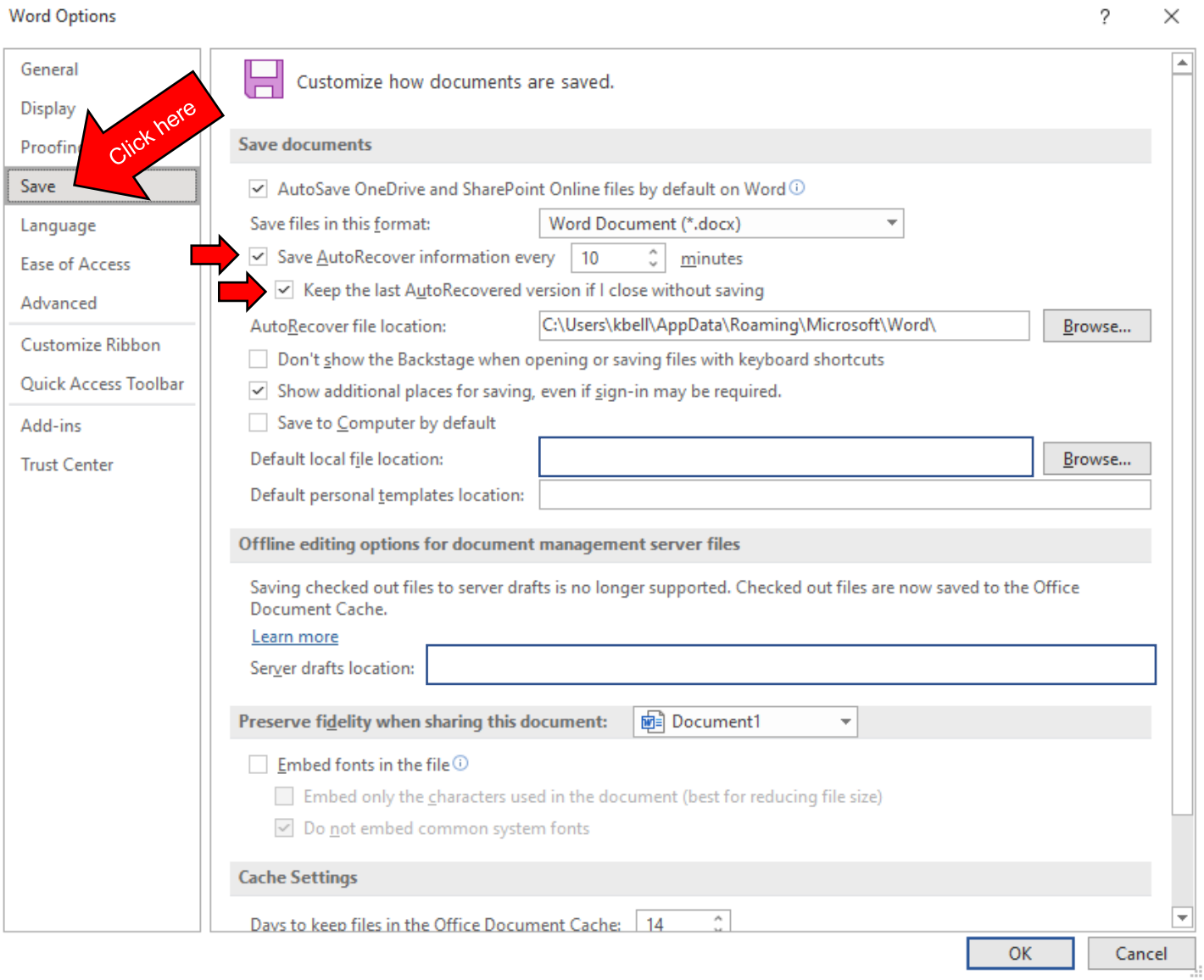
To save your progress as you edit, go to **File** at the top left corner of the screen, then select "**Save**". Alternatively, you can simply hit **Ctrl + S** on your keyboard.



Enable AutoRecover

AutoRecover creates a backup of your file in the event that your computer crashes. This helps prevent data loss. You can set AutoRecover to save your file at an interval of your choice. However, you should still save your progress whenever you can. To enable AutoRecover, go to the **File** at the top left corner of your screen and select **Options** at the very bottom of the screen.

Then, on the left-hand menu, click **Save**. This will take you to your **Save Options**. Ensure the following options are checked and indicate your desired interval.



<u>Keyboard shortcuts: Saving</u>

Save progress	Ctrl + S
Save as new file	F12