

Hands-on Exercise No. 3
Batch-02
Freelancing

Total Marks: 10

Due Date: 08/09/2022

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use Microsoft Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - ✦ It is submitted after due date.
 - ✦ It is not in the required format (.doc or .docx)
 - ✦ It does not open, or file is corrupt.
 - ✦ It is copied (partial or full) from any source (websites, forums, groups, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Understand the scope and requirements of a job.
- Identify the right job that comes under your skillset/expertise.
- Define the deliverables for the selected job.

Problem Statement:

Job selection is a crucial part for sellers to do freelancing. We have covered all the possible areas to train you enough about finding an appropriate job, evaluating job, and applying for that job in your utmost professional way.

Tasks:

1. Search for an appropriate job using appropriate/relevant keywords and pick the one that comes under your skills/expertise. (Take the Screenshot)
2. Mention at least 3 reason to choose that project.
3. Define the required deliverables in your own words after carefully reading the job description.

Note: Project Deliverables are the final output/file(s) to be delivered to the client, e.g., a website link/files, a logo (.ai, .png, .psd, .eps) file, an article.

Requirements:

MS Word file with following item(s):

- Screenshots of Task-01
- Answer of Task-02 and 03

Guideline:

- You are required to watch the video lectures from **Lessons 96-112** again.
- You can search/select the job from any freelance marketplace.
- You are not required to 'Sign up' on any freelance platform.
- Use relevant keyword(s) to search for an appropriate job post e.g., "Data Entry".
- Choose the job according to your level of expertise.

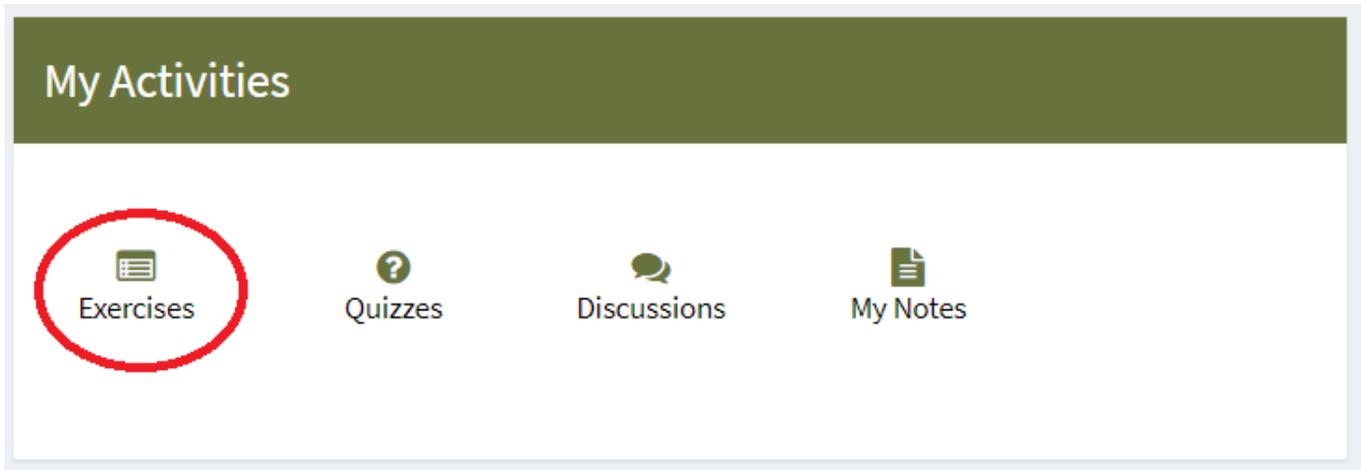
Note: If you have any query related to the Hands-on Exercise, then you can contact us via LMS using the "Online Support" feature available on the "Home" page or you can call us at 0304-111-1570.

BEST OF LUCK 😊

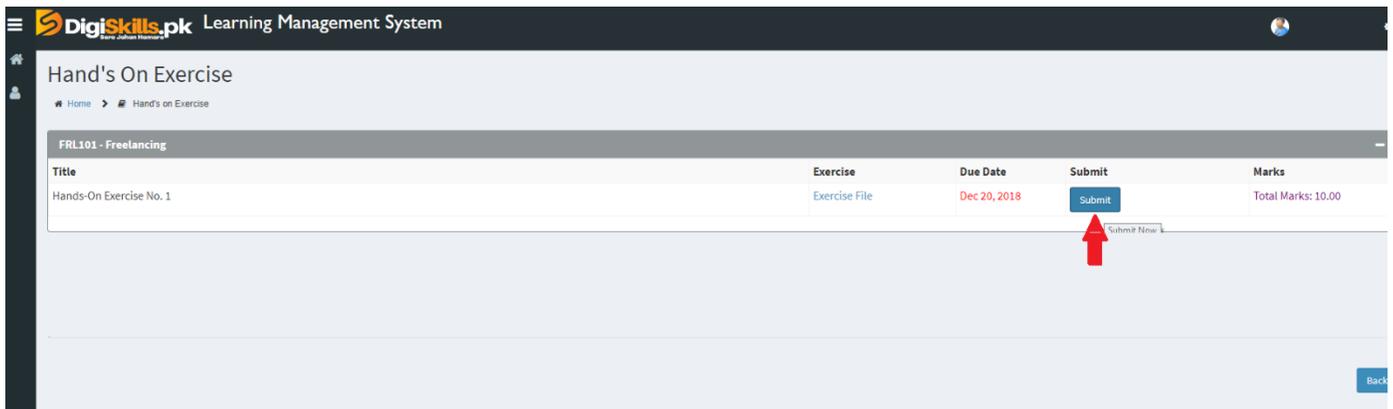
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format