



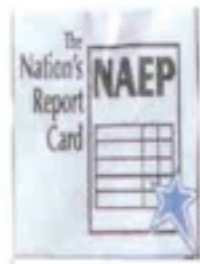
# Daniel Hardy Simonds

## Portfolio



# Microsoft Publisher





**Susan Simonds**

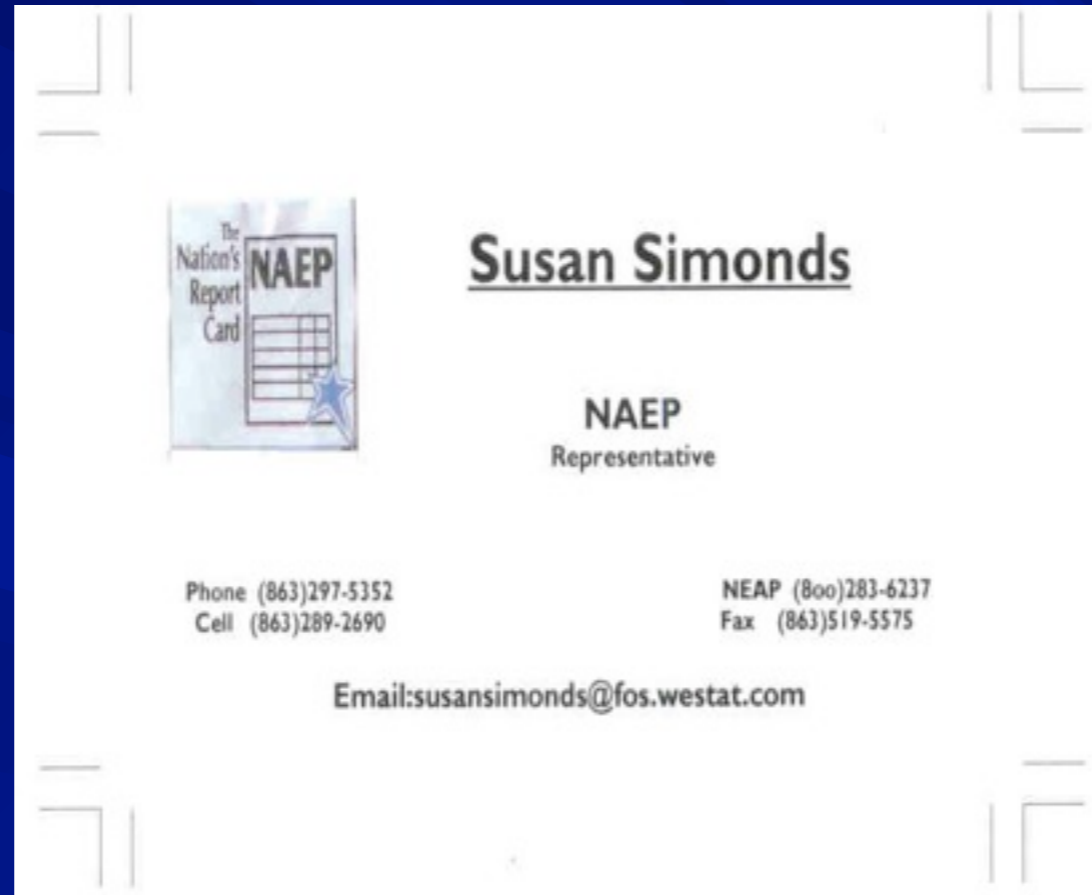
**NAEP**  
Representative

Phone (863)297-5352  
Cell (863)289-2690

NEAP (800)283-6237  
Fax (863)519-5575

Email: [susansimonds@fos.westat.com](mailto:susansimonds@fos.westat.com)

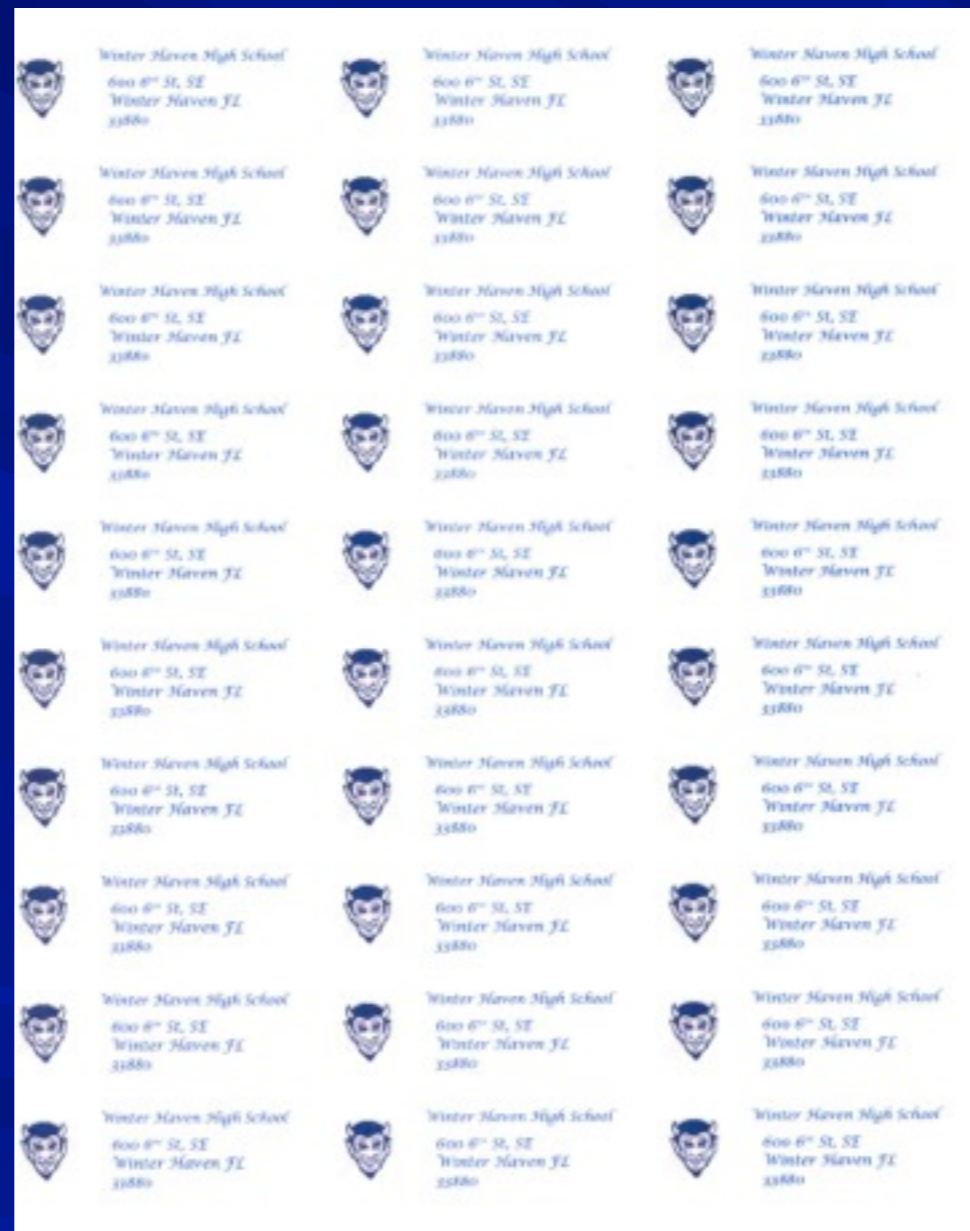
# Business Card







# Address Labels







# Address Labels





## College Roomate Needed

Available: Immediately

- \$300 a month
- 1/2 Utilities
- Separate bedroom
- Private bath
- Central air
- No pets
- No smoking
- Off-street parking
- Serious students only

Newly decorated point to the telephone number in the Contact person text box.

**Contact person: Terry at 555-3457**

Terry  
555-3457

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555-3457

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Terry  
555-3457

# Flyer



## College Roommate Needed Available: Immediately

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Terry  
555-3457





# Poem

*Dear Mentors & Volunteers:*

*Where would we be without Mentors & Volunteers  
Who quickly respond when a need appears?  
This is the way you have chosen to serve  
What appreciation you deserve.*

*There are very many things to do  
And YOUR time can only be given by YOU!  
So without complaint and without demands  
You offer the labor of your hands.*

*The world is a better place to live  
When people like you are so willing to give.  
With this attitude of love and care  
You will find a welcome anywhere.*

*You may not always know when someone  
Is especially blessed by a kindness you've done;  
As you freely share your hours and days,  
May you also be blessed in many ways.*

*Helen Bush  
Verse ©1997 Celden*





# Newsletter



## Fifth Grade News

### Fifth Grade Goes on Field Trip

This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the

audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership

lists. You might consider purchasing a mailing list from a company.

If you explore the Publisher catalog, you will find many publications that match the style of your newsletter.



Caption describing picture or graphic.

Next,

#### Brown Elementary

#### Newsletter Date

#### Specials Each Week

- Monday: Music
- Tuesday: Gym
- Wednesday: Art
- Thursday: Computers
- Friday: Library



### Science Fair News!

This story can fit 75-125 words.

Your headline is an important part of the newsletter and should be considered care-

fully.

In a few words, it should accurately represent the contents of the story and draw readers into the story.

Develop the headline before you write the story. This way, the headline will help you keep the story focused.

Examples of possible

#### Brown Elementary

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Phone: 555-555-5555  
Fax: 555-555-5555  
Email: xyz@microsoft.com

Your business tag line here.



### Caught Being Good

<i>Jared Allen</i>	<i>Michael Montgomery</i>
<i>Dara Arslanian</i>	<i>Hannah Murphy</i>
<i>Fredrick Carl</i>	<i>Jon Reneau</i>
<i>Marsha Louks</i>	<i>Nathan Thomas</i>
<i>Katie Marie</i>	<i>Rebecca Wit</i>

**Students are cool!**

### This Month's Spelling Words

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about

your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want



Caption describing picture or graphic.

to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a

breakfast meeting for vendors every third Tuesday of the month, or a biannual charity





# Microsoft Word



## Back Panel Heading

You can use this panel to list the accomplishments of your fund-raising efforts, such as specific examples of individuals or organizations that were helped, events that were sponsored, changes to the community or to policies that were realized, or dollar amounts raised by various endeavors.

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**Polk County Schools**  
1918 South Floral Avenue  
P.O. Box 371  
Barrow, FL 32831

Mrs. Linda Robinson  
6000 Sixth Street, SE  
Winter Haven, FL 33880

Polk County Schools

## Fund-raiser Title

Your business tag line here.



Caption describing picture or graphic.

## Main Inside Heading

The most important information about the fund-raising event goes here on the inside panels. Be sure that you convey the importance of your cause and highlight the benefits of being a supporter or participant. This is a good place to include a picture that shows someone participating in the event or the cause you are supporting.

You can use secondary headings to organize your text and to make it more scannable for the reader.

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## Polk County Schools

1918 South Floral Avenue  
P.O. Box 371  
Barrow, FL 32831  
Phone: 351-555-5555  
Fax: 351-555-5555  
Email: xyo@microsoft.com

Contact person: 555 555 5555



# Brochure

**Back Panel Heading**

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**Polk County Schools**  
 1918 South Floral Avenue  
 P.O. Box 371  
 Bartow, FL 33831

Mrs. Linda Robinson  
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 Winter Haven, FL 33880

Polk County Schools

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Polk County Schools

**Secondary Heading**  
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Phone: 555-555-5555  
 Fax: 555-555-5555  
 Email: xyz@microsoft.com

Contact person: 555 555 5555

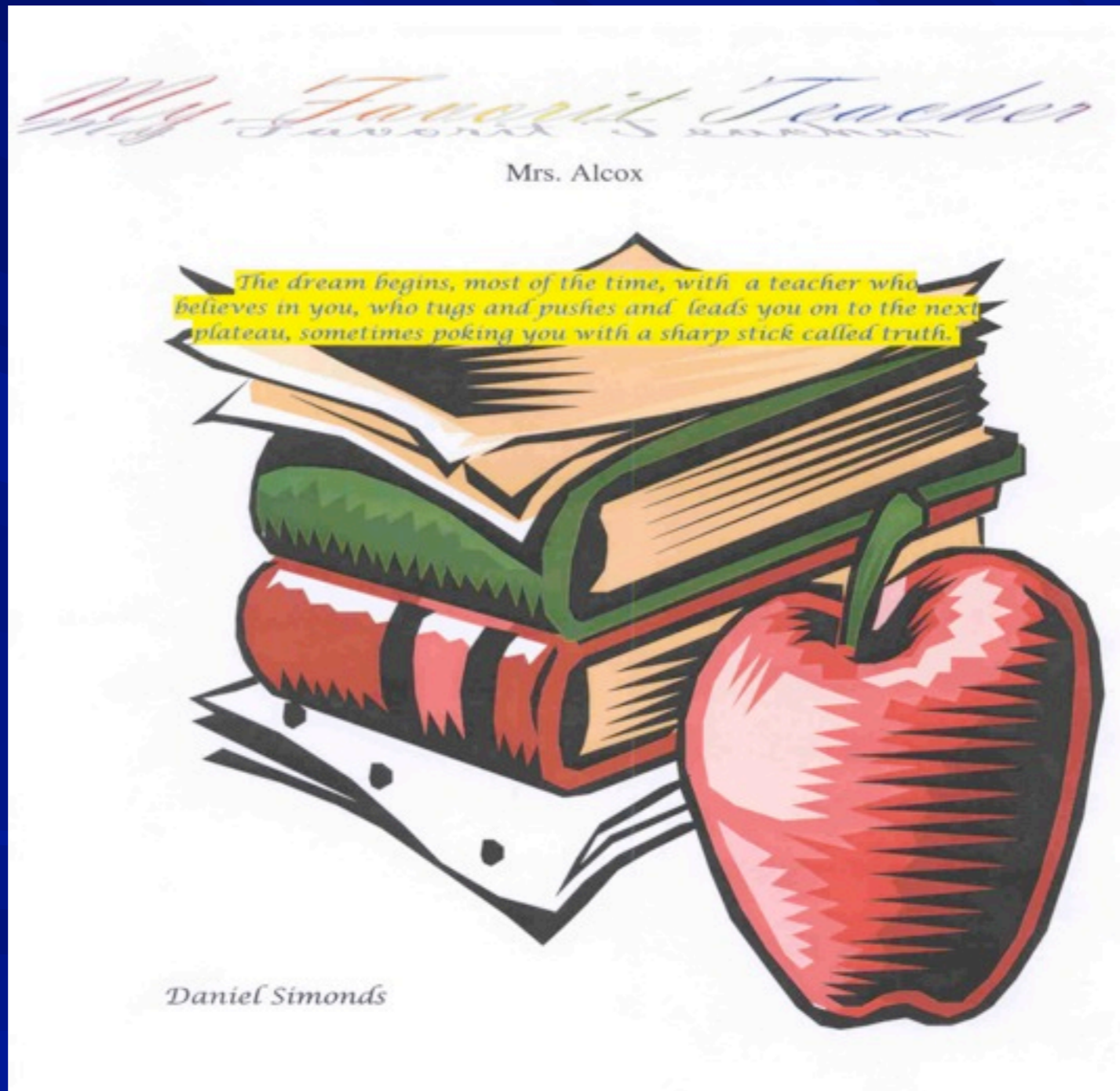
**Caption describing picture or graphic.**

**Caption describing picture or graphic.**





# Flyer





# Certificate

Winter Haven High School  
Faculty staff and students would like to thank you for your generous donation.  
People like you make the difference!



Michael Tucker, Principal





# Certificate

## *Certificate of Appreciation*

*Daniel Simonds*

*In appreciation for giving your time and yourself  
to  
Winter Haven High School*



---

*Michael Tucker, Principal*

*May 1, 2002*

*"IT DOES NOT MATTER SO MUCH WHAT  
LIES BEHIND YOU OR WHAT LIES  
AHEAD, IT'S IMPORTANT WHAT  
LIES WITH IN!"  
~RALPH WALDO EMERSON~*





# Certificate

## *Highest GPA Award*

*Presented to:*

*Presented by:*

*Winter Haven High School*

*EST Department*

*May 3, 2002*





# A thank you note to GEICO



*Winter Haven Academy Of Business Studies  
600 6<sup>th</sup> Street S.E.  
Winter Haven FL 33880*

April 9, 2002

Ms. Andrea Mathews  
GEICO Insurance  
P.O. Box 33046  
Lakeland, FL 33807

Dear Ms. Matthews;

On behalf of all of the students in the Academy Of Business Studies at Winter Haven High, I want to thank GEICO and all its employees for the great tour that we had on March 20, 2002. We enjoyed the speakers and watching all the commercials of GEICO and the rest of the insurance companies.

It was a great experience. The atmosphere is wonderful and the people are very friendly. The information everyone shared with us was interesting and useful. We especially loved all of the extra stuff GEICO had like the gym and cafeteria. Also, all the contests GEICO has for their employees are great! It was cool to see how the employees worked and how they decorated their work areas.

Thank you also for talking with us about the business world and sharing some tips for getting a job in the future. Thank you for telling us so much about what you all do; it was a good learning experience. It also got most of us thinking that we might come to work at GEICO after we graduate from high school. We would all like to come back and see the third floor when it is finished.

Sincerely,

Daniel Simonds  
11 Lake Link Drive  
Winter Haven FL 33884



## Memorandum

---

**To:** Darrell Stevens  
**CC:** Executive Meeting  
**From:** Jim Goodwin  
**Date:** August 12, 2002  
**Re:** D.S

---

Our next Executive Meeting will be held on August 22, and I'd like to present your report from the Systems Committee Evaluation at the meeting. Since I have invited other department heads to attend, please bring a minimum of 20 copies your report.

I appreciate all the hard work you've put into this project, and I look forward to presenting your report next week.

# Memo

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# Print Shop





# Business Card







# Address Labels





# Address Labels







# Business Cards







# Address Labels







# Hallmark Card Studio







# Calendar



January 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<small>December</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<small>February</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		New Years <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	



February 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<small>January</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<small>March</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Valentines Day	<b>8</b>
	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>











# Microsoft Powerpoint







# PowerPoint

- Welcome to Computer Hardware
- Terms for Internet Users
- Jack Roosevelt Robinson