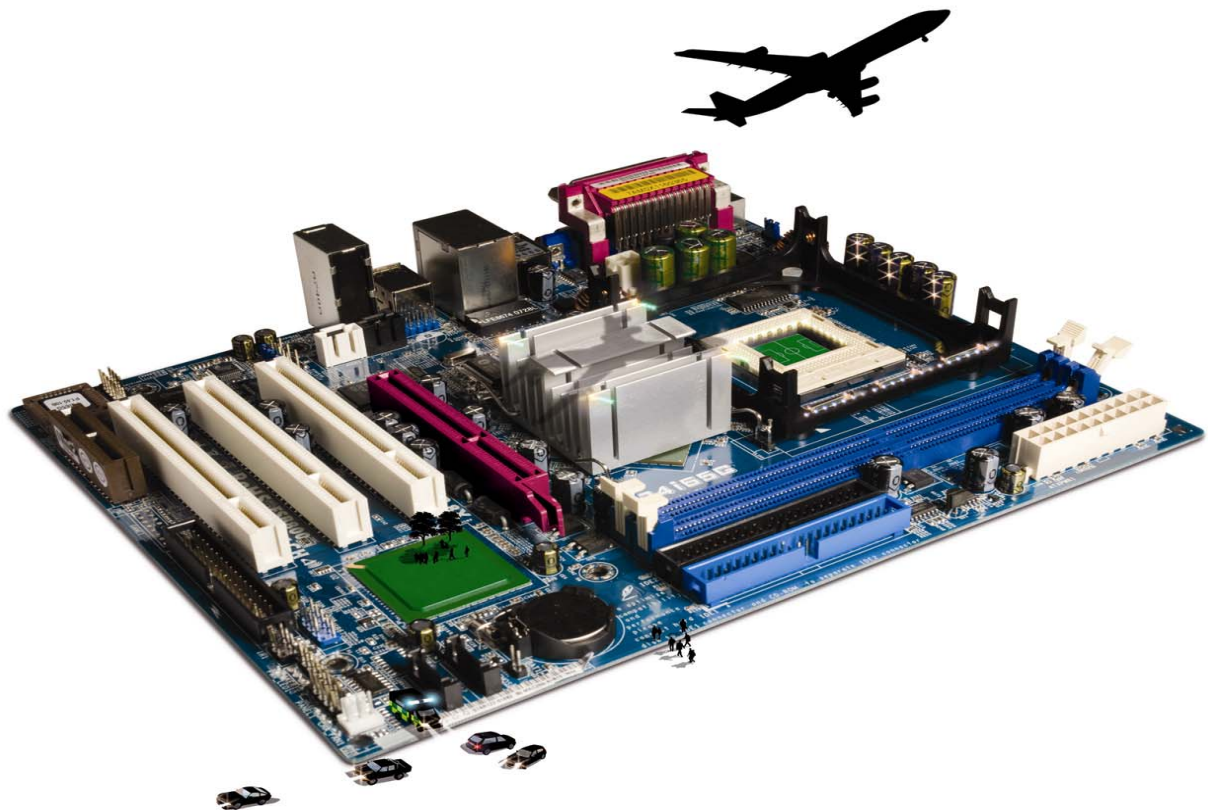


Start IT (iTQ) Using e-mail (4249-006)

Assignment guide for Candidates

Assignment B

QCA Ref: J/502/0172



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Using e-mail (4249-006) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Using e-mail (4249-006).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one** hour.

Using e-mail (4249-006)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up: A scenario is provided for candidates.

This assignment is made up of **two** tasks

- **Task A** - Respond to an e-mail
- **Task B** - Compose a new e-mail

Scenario

Your tutor has sent you an e-mail with the subject heading **Dog** and you have been asked to respond to this e-mail.

You have also been asked to create an e-mail about the problems you could have whilst using e-mail systems.

Read all of the instructions carefully and complete the tasks in the order given.

Task A

- 1 Turn your computer on log on into your work area.
Open and connect to the e-mail software package.
- 2 Create a folder called **Tutor** to save all your messages into.
- 3 Open and read the new e-mail from your tutor with the subject **Dog**.
- 4 Save this e-mail in the **Tutor** folder.
- 5 Prepare a reply to the e-mail using the following text:

See attached a photo of my dog, he has recently been returned to me. Thank you for your offer of help.
- 6 Insert the subject **Missing Dog**.
- 7 Attach the photograph of the dog, with the file name **Lady**, to the message.
- 8 CC the e-mail to your friend at the following address@.....
- 9 Send the e-mail.
- 10 Find the message called **Offer** in your Inbox and delete it.

Continued over

Task B

- 1 Send an e-mail to your tutor explaining:
 1. **Two** reasons why an e-mail may not be sent.
 2. One **example of where you could try to find expert advice on how to solve e-mail problems.**
 3. Three **ways, to help you stay safe, when using e-mail.**
- 2 Open your **Tutor** folder and ask you tutor to confirm the content.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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