Level 1 Sending and receiving e-mails (7266/7267-007)

e-Quals
Assignment guide for Candidates
Assignment B

(This assignment can be used as evidence of achievement of 7574-108 Using e-mail)

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(This assignment can be used as evidence of achievement of 7574-108 Using e-mail)

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Level 1 Sending and receiving e-mails (7266/7267-007) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Sending and receiving e-mails (7266/7267-007). This assignment can be used as evidence of achievement of 7574-108 Using e-mail.

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 and a half hours**.

Level 1 Sending and receiving e-mails (7266/7267-007) Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Creating an electronic signature and address book
- Task B - Make folders within an e-mail application
- Task C - Web based e-mail applications
- Task D - Read, copy and move e-mails

Scenario

You have recently been employed as a personal assistant to the managing director of TLC Consultancy.

You have been asked to manage the e-mail system for your manager. You will be responsible for sending and receiving e-mails, organising all incoming mail and storing contact addresses.

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

Task A – Creating an electronic signature and address book

1 Create a folder in your work area or on removable media and name it **E-mail System**.

2 Open a new word processing document and save it as **Screen Prints** inside the folder you have just created.

3 Open an e-mail application and create an electronic signature that includes your managers details:

Ms Rosemary Davies
Managing Director
TLC Consultancy
02861 274940

Continued over…

4 You have been sent a list of contacts (**Contact List**) which needs to be added to the address book.

Go to your inbox and open and read the e-mail called **Contacts**.

Open the attachment called **Contact List**.

Save the attachment to your work area or removable media in the **E-mail System** folder you made.

Using the copy and paste functions, add the e-mail addresses listed on the attachment to your address book.

Use their full name as the display name (as listed in the address book) and add their job title in an appropriate place.

Using the print screen facility, copy and paste an image of the address book into your **Screen Prints** document.

Add the title **Contacts** below the image and save the document.

5 You have been informed **Jorge Schware** has not been receiving e-mails from you.

Jorge's correct address is **j.schware@tlc.nott.coz.yk**

Edit Jorge's entry in the address book.

6 Create a group address for all employees who work at **TLC Nottingham** and name the group as **Nottingham Office.** The employees are:

- Helen Dale
- Derek Lane
- Jorge Schware

7 Delete the contact **c.patel@tlc.bham.coz.yk** from your address book.

Using the print screen facility, copy and paste an image showing the address book and the contents of the **Nottingham Office** group (position windows where necessary) into your **Screen prints** document showing the changes.

Add the title **Group** below the image.

Save the document as **Screen Prints v**

Continued over…

Task B – Make folders within an e-mail application

1 In your e-mail application create four new folders named:

- **Charity**
- **Contracts**
- **Meetings**
- **Staff**

2 Create two new folders within the **Charity** folder and name them **Spencer House** and **Groves**.

3 Make sure that all the folders that you have created within the e-mail application are visible.

Using the print screen facility, copy and paste the image into your document **Screen prints v2**.

Add the title **Folders** below the image.

Save the document **Screen Prints v3**.

Task C – Web based e-mail applications

1 Your manager has asked you to create a web based e-mail address, she can access whilst out of the office.

Using a search engine, identify a free web mail service provider. Take a screen of the first page of your search results and paste it into your **Screen prints v3** document.

Add the title **Search** below the image.

Save the document as **Screen Prints v4**.

2 Register for a free account using one of the free web mail service providers you found in your search.

Select a suitable e-mail address.

3 Log onto the Web Mail account and write a message addressed to your test supervisor (address will be provided) telling him/her that this is Ms Davies' new e-mail address.

Insert the subject, **Web based e-mail address**.

Send the e-mail and exit the web based e-mail application.

Continued over…

Task D – Read, copy and move e-mails

1 Open and read the e-mail **Annual Spencer House Charity Event** and move it to the **Spencer House** folder.

Show the contents of your **Spencer House** folder and using the print screen facility, copy and paste an image showing the contents of the folder into your **Screen prints v4** document.

Add the title **Spencer** below the image.

Save the document as **Screen Prints v5**.

2 Forward the e-mail **Annual Spencer House Charity Event**, adding the following text to the top of the message.

> *'Ms Davies would like to invite all staff along with her as an appreciation of your hard work this year. The event is black tie with dinner and dance included.*
>
> *Please reply by the end of the week.'*

The message should be sent to the **Nottingham Office** group within the address book.

Note: The e-mail addresses do not exist and will bounce back. Please ignore the bounce back messages.

After sending, save the message in a text format to your work area or removable media in the **E-mail system** folder. Name the file as **Forwarded**.

3 Delete the e-mail message called **Interview Date**.

Show the contents of your **Inbox** and using the print screen facility, copy and paste an image showing the contents of the folder into your **Screen prints v5** document.

Add the title **Deleted** below the image.

Save the document as **Screen Prints v6**.

4 Reply to the message **Annual Spencer House Charity Event**.

Using suitable netiquette, write a message accepting the invitation to the charity event for nine confirmed places, with **one** Halal and **two** vegetarian meals.

Ensure that the signature block for **Ms Davies** has been inserted.

Use the spell check facility to check your e-mail message.

Send a blind copy (Bcc) to your test supervisor (address to be provided).

Continued over…

5 In your address book add another contact:

Derek Jones
Clerk
TLC Nottingham
d.jones@tlc.nott.coz.yk

Using the print screen facility, copy and paste an image showing the new contact into your **Screen prints v6** document. Add the title **Derek 1** below the image.

Using the search facility for your address book, find the contact you have for **Derek** in IT Support.

Using the print screen facility, copy and paste an image of the search screen result into your **Screen Prints v6** document.

Add the title **Derek 2** below the image.

Save the document as **Screen Prints v7**.

Forward the message called **London Interviews** to the e-mail address you found for IT support.

Send a blind copy (Bcc) to your test supervisor. (address to be provided)

6 Open the **TLC Template** that is provided and write a new e-mail.

Insert the subject **Welcome to TLC**.

Insert the document **Useful Contacts** that is provided.

Add the following text to the body of the message:

> *Welcome to TLC, I have attached a list of useful contacts which you may want to add to your address book.*
>
> *Kind regards*
>
> *Rosemary Davies*

Print out one copy of the e-mail.

Save the e-mail to send at a later date.

Show the contents of your **Drafts** folder and using the print screen facility, copy and paste an image showing the contents of the folder into your **Screen Prints v7** document.

Add the title **Draft** below the image.

Save the document as **Screen Prints v8**.

Continued over

7 Exit all applications. Exit the system and shut down the computer.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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