

**Email Skills:** (1.2 f-g)

**Annotated screen shots of the following:**

| <b>SKILL</b>  | <b>TICK WHEN COMPLETED</b> |
|---|----------------------------|
| <p><b>Create an email</b> to a class member and your tutor integrating the information regarding the cost of the trip<br/>Copy &amp; paste relevant part of your spreadsheet into the email</p> <p>SUBJECT: Trip Information<br/>Message : Hi Elaine<br/>I am sending you the information I have researched for the trip to ???????. please can you look at this and let me know if you think this is suitable.<br/>Thank you<br/>YOUR NAME</p> <p><b>Show a screen image of your email in the sent folder</b><br/><b>Explain the steps you went through to send this email</b></p> |                            |
| <p><b>Reply to an email</b><br/>Open your inbox and reply to the email, subject HOLIDAYS sent to you by the tutor.</p> <p><b>Show a screen shot of your reply in the sent folder</b><br/><b>Explain the steps you went through to reply to this email</b></p>   |                            |
| <p><b>Create a folder</b> called KWC – Move an email into this folder.</p> <p><b>Show a screen shot of your folder with the moved email</b><br/><b>Explain the steps you went through to create the folder and move the email into it</b></p>   |                            |
| <p><b>Inbox before deleting emails</b><br/><b>Show a screen shot of your Inbox with emails</b></p>  |                            |
| <p><b>Inbox after deleting emails</b><br/><b>Show a screen shot of your Inbox after deleting</b><br/><b>Explain the steps you went through to delete an email</b></p>   |                            |
| <p><b>Create a NEW Contact</b><br/><b>Show a screen shot of your contacts</b><br/><b>Explain the steps you went through to create a New Contact</b></p>   |                            |

Save your Email Assignment document as EMAIL TASKS to your e-portfolio

Email this document to your tutor (Level 1 can ask assistance in this task)

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