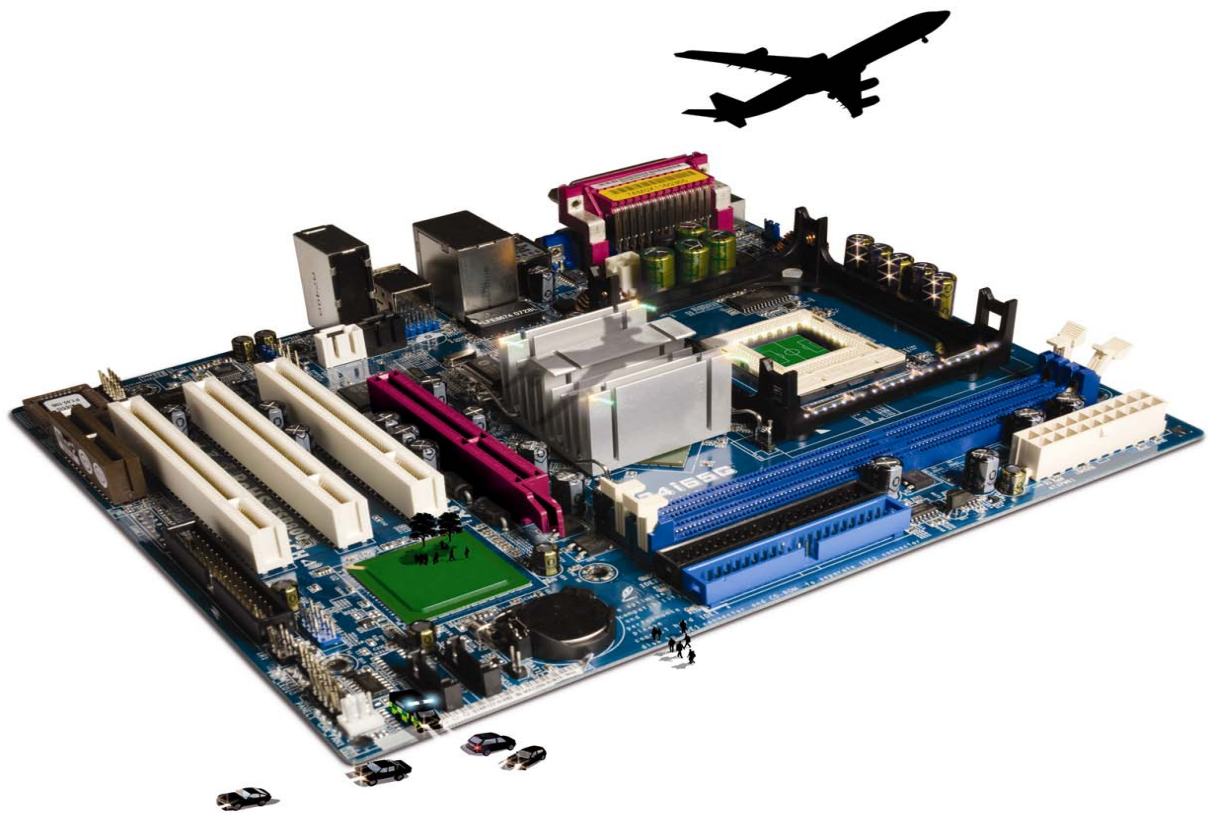


Start IT (iTQ) Using e-mail (4249-006)

Assignment guide for Candidates

Assignment A

QCA Ref: J/502/0172



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Using e-mail (4249-006) Assignment A

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:

This assignment is made up of **one** task

- **Task A** – Receiving, sending and attaching documents to e-mails.

Scenario

You are currently studying at a local centre. Your tutor will be sending you some work via e-mail and you will need to respond accordingly.

You have been set an assignment using e-mail asking for the most up to date catalogue from a publication company.

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

Task A - Receiving, sending and attaching documents to e-mails.

- 1 Turn your computer on log on into your work area.
- 2 Open and connect to the e-mail software package.
- 3 Create a subfolder in your Inbox called **Personal**.
- 4 Open the e-mail called **CODES Request** that you have received from your assessor.
- 5 Store the e-mail in your **Personal** folder.
- 6 Prepare a reply to the e-mail using the following text:
"Please find attached the file you requested."
- 7 Find and attach the file called **CODES** and send the e-mail.
- 8 Compose an e-mail to@.....
CC the e-mail to your tutor@.....

In the Subject Line type: **CATALOGUE REQUEST**

Write a brief message asking if they can send you their most up to date catalogue and if they have a web site address for online shopping facilities.

Use your name and the address provided below.

(Your name)
41 Station Yard
Weymouth
WY4 8PP

Make sure that the e-mail is accurate and send it.

Continued over ...

9 You will receive an e-mail called **E-mail Use** from your tutor.

Store it in the **Personal** folder.

10 Open the e-mail and reply with answers to the questions :

a It is usually safe to provide bank details via e-mail?

Yes/No

b If asked, should you give your password to another person?

Yes/No

c Is it safe to open an e-mail, from an unknown source with no subject heading?

Yes/No

Send the e-mail.

11 Open your **Personal** folder and ask your 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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