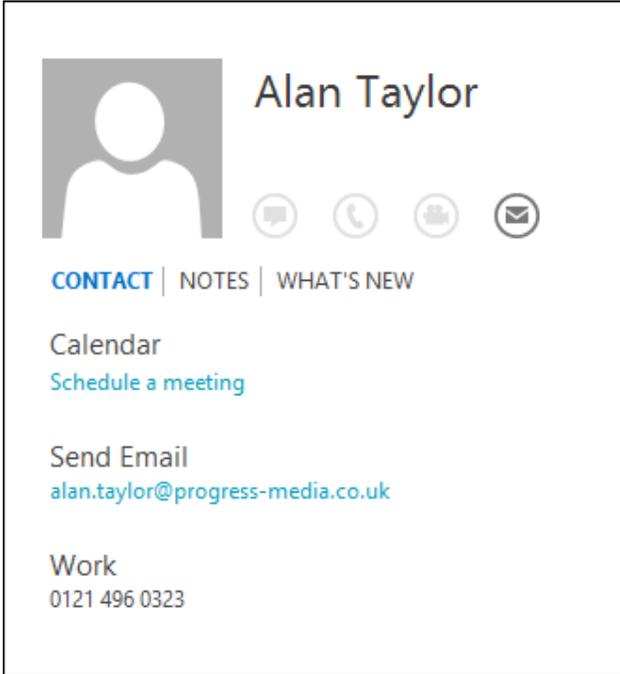


**Level 1 Use digital technologies to manage emails  
Evidence Document**

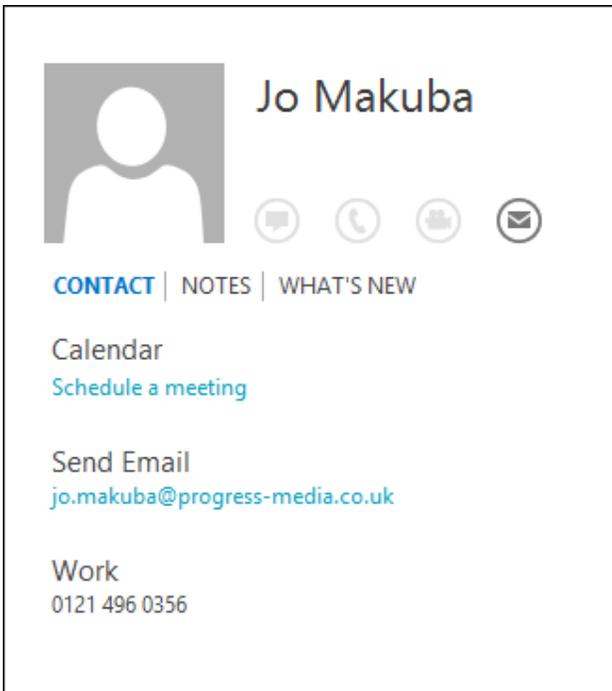
Candidate name:	A Candidate
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Task 1 (f) (i) evidence:



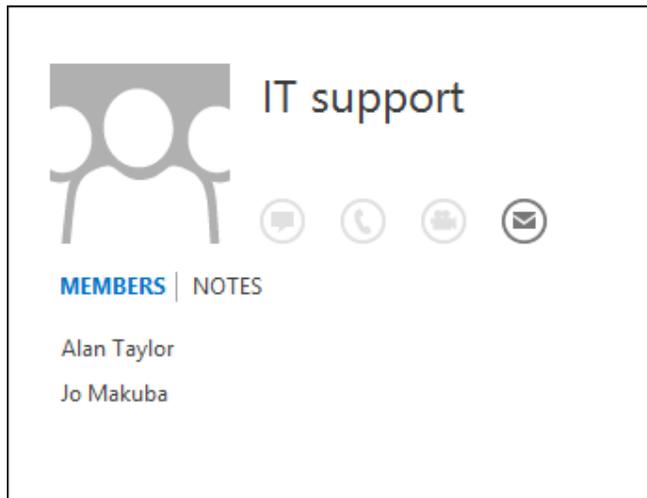
A screenshot of a contact card for Alan Taylor. The card features a grey placeholder for a profile picture on the left. To the right of the picture is the name "Alan Taylor" in a large, dark font. Below the name are four circular icons: a speech bubble, a telephone, a calendar, and an envelope. Underneath the icons are three tabs: "CONTACT" (highlighted in blue), "NOTES", and "WHAT'S NEW". Below the tabs, the text "Calendar" is followed by a blue link "Schedule a meeting". Further down, "Send Email" is followed by the email address "alan.taylor@progress-media.co.uk". At the bottom, the word "Work" is followed by the phone number "0121 496 0323".

Task 1 (f) (ii) evidence:

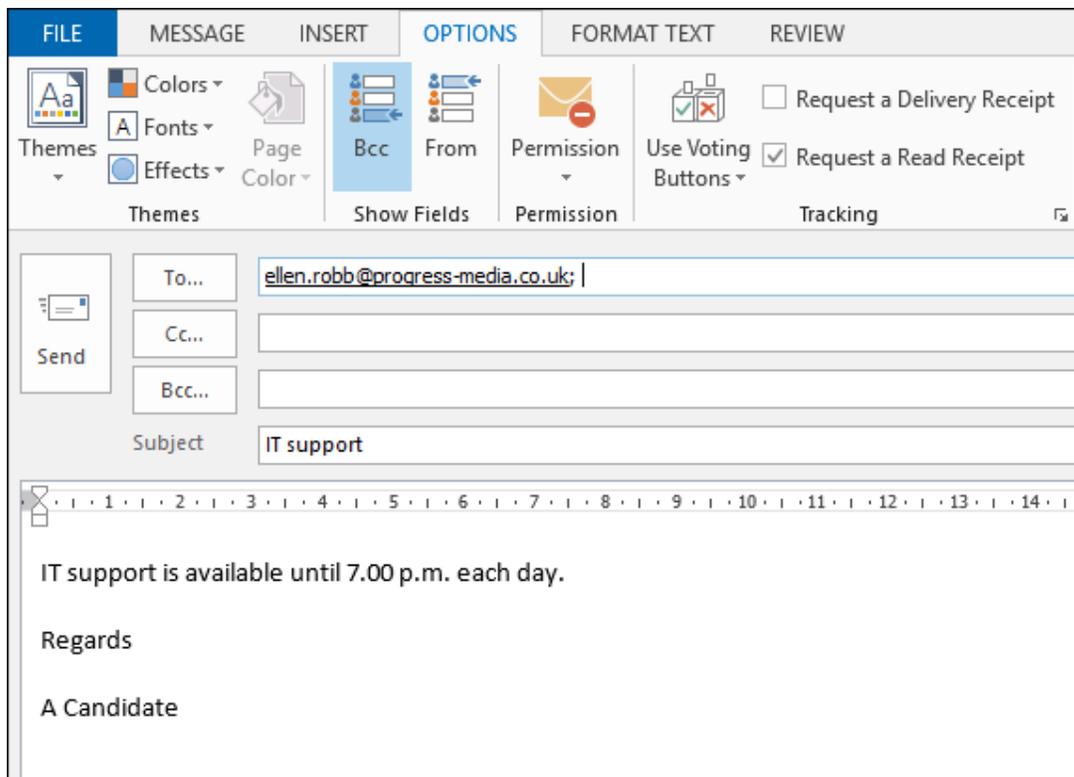


A screenshot of a contact card for Jo Makuba. The card features a grey placeholder for a profile picture on the left. To the right of the picture is the name "Jo Makuba" in a large, dark font. Below the name are four circular icons: a speech bubble, a telephone, a calendar, and an envelope. Underneath the icons are three tabs: "CONTACT" (highlighted in blue), "NOTES", and "WHAT'S NEW". Below the tabs, the text "Calendar" is followed by a blue link "Schedule a meeting". Further down, "Send Email" is followed by the email address "jo.makuba@progress-media.co.uk". At the bottom, the word "Work" is followed by the phone number "0121 496 0356".

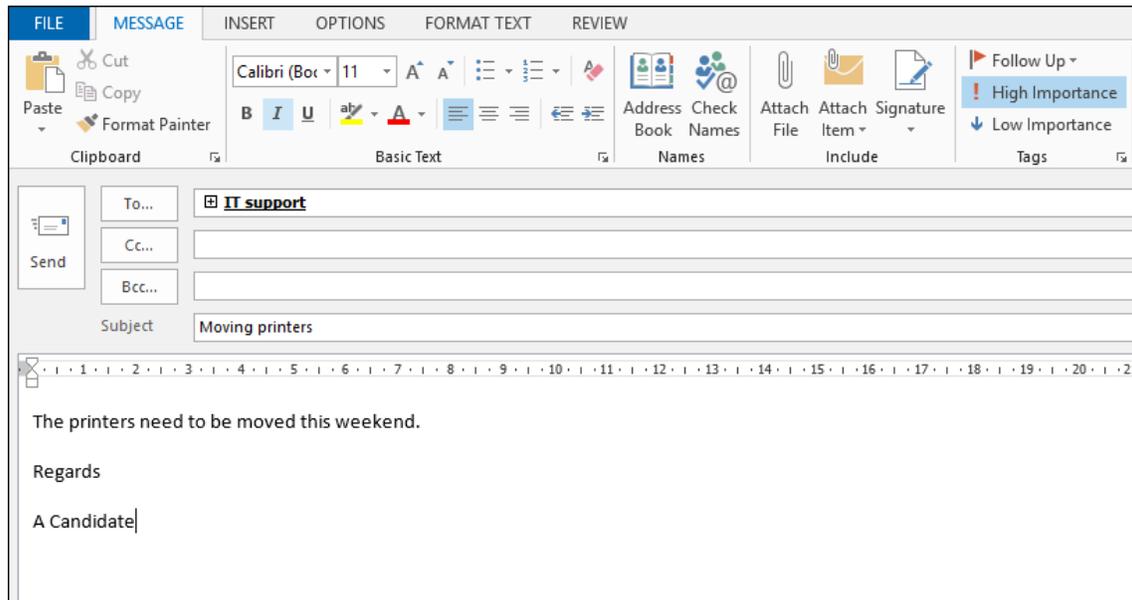
Task 1 (f) (iii) evidence:



Task 1 (h) (j)(i) evidence:



Task 1 (i) j(ii) evidence:



*Note: If the sent message is shown this may expand the distribution list to show the distribution list members. This is acceptable evidence.*

Task 2 (a) e(i) evidence:

The screenshot shows an email client interface with the following elements:

- Menu Bar:** FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW.
- Clipboard Group:** Cut, Copy, Paste, Format Painter.
- Basic Text Group:** Font face (Calibri), size (11), bold (B), italic (I), underline (U), text color (a), background color (A), bulleted list, numbered list, indent, outdent, link, unlink.
- Names Group:** Address Book, Check Names.
- Include Group:** Attach File, Attach Item, Signature.
- Message Fields:**
  - To...: Alan Taylor (alan.taylor@progress-media.co.uk)
  - Cc...: (empty)
  - Bcc...: kyle.helafi@progress-media.co.uk
  - Subject: FW: Printing file
  - Attached: printing.xlsx (9 KB)
- Message Body:**

Here is the file you needed.

Regards

A Candidate

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**From:** [redacted]@gmail.com]  
**Sent:** 21 September 2015 10:38  
**To:** [redacted]@gmail.com>  
**Subject:** Printing file

The printing data for Monday is attached.

Regards

A Tutor

Task 2 (b) e(ii)

**FILE** **MESSAGE** INSERT OPTIONS FORMAT TEXT REVIEW

Cut Copy Paste Format Painter Clipboard Basic Text Names Include Tags

To... Alan Taylor (alan.taylor@progress-media.co.uk);

Cc...

Bcc...

Subject FW: Wireless access

Attached accessing WiFi.doc (39 KB)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Here are the details you needed.

Regards

A Candidate

**From:** [REDACTED]@gmail.com]

**Sent:** 21 September 2015 11:56

**To:** [REDACTED]

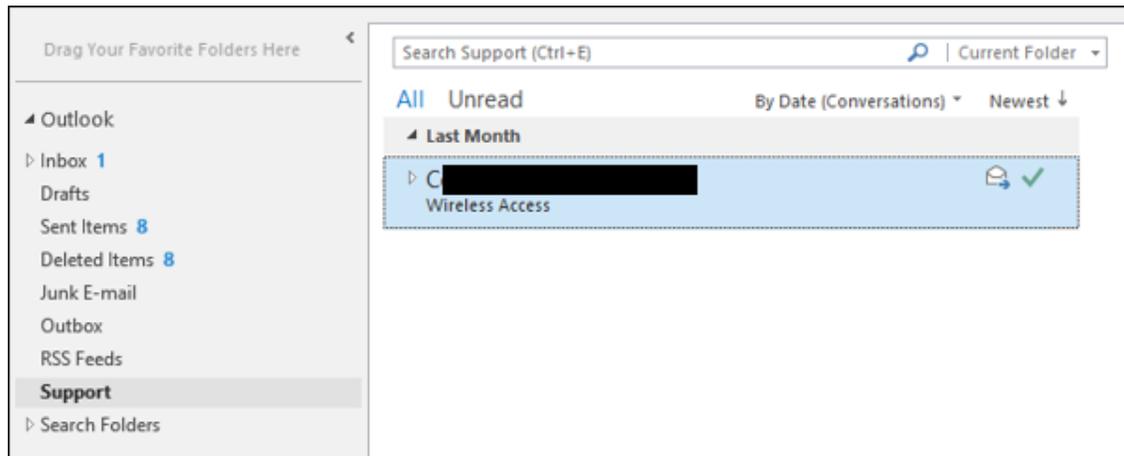
**Subject:** Wireless access

It has been decided that personal mobile phones will be able to access Wi-Fi from next month. Further details will follow soon.

Regards

A Tutor

Task 2 (c) (d) + e(iii) evidence:



Task 2 (g) + (h) evidence:

**Green Category**

Full Name...	<input type="text" value="Alan Taylor"/>	
Company	<input type="text"/>	
Job title	<input type="text"/>	
File as	<input type="text" value="Taylor, Alan"/>	
<b>Internet</b>		
E-mail...	<input type="text" value="alan.taylor@progress-media.co.uk"/>	
Display as	<input type="text" value="Alan Taylor (alan.taylor@progress-media.co.uk)"/>	
Web page address	<input type="text"/>	
IM address	<input type="text"/>	
<b>Phone numbers</b>		
Business...	<input type="text" value="0121 496 0323"/>	