

Assessment Commentary

OCR Level 2 Nationals in ICT

Unit 1: ICT skills for business

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Assessment Objective	Candidate A – PASS	Candidate B – DISTINCTION
<p>AO1</p> <p>Demonstrate good working practices with files, directories/folders and sub-directories/sub-folders</p>	<p>The candidate on page 1 has clearly shown that they have set up at least two directories. This is a clear screen print which shows a Nat cert folder which contains two sub-folders – Unit 1 and Unit 21. The Unit 1 folder contains 8 sub-folders, one for each task in the OCR model assignment.</p> <p>This screen print also shows that the candidate has saved their evidence for Task 1 in the Task 1 & 9 folder and has used some appropriate filenames.</p> <p>The candidate has shown how they have password protected their word document on pages 2-3 and on page 4 they have shown that they have <u>actually</u> set a password on the file as the screen print shows the software asking for a password to open the file.</p>	<p>It is a pity that this candidate's screenshots are so small, making them difficult to read.</p> <p>In Section 1 the candidate has shown evidence of a folder structure with 6 main folders. Within NC ICT there is a unit 1 sub-folder containing 6 sub-folders for the unit 1 tasks. One of these (AO2) contains 2 subfolders. This section also shows evidence of a backup of the Unit 1 folder on a removable disk. Additional evidence of backup is shown in Section 7, including opening a file from backup, which would allow it to be restored.</p> <p>Sections 2 and 4 show the candidate has saved files with appropriate filenames into appropriate folders, but there is no evidence that this has been consistently done. A teacher witness statement could have been used here. Section 11 shows the candidate using search in Windows Vista to find and open a file,</p>

<p>Pages 5-7 show how the candidate has located their files. Although there is no explicit evidence of opening any of these files this can be assumed as the candidate has evidence throughout the portfolio of opening files from saved directories</p> <p>Pages 8-10 show the candidate backing up their work. The first screen print shows the USB device with no folders and then they show the folders that have been copied across and how this was carried out.</p> <p>Page 11 shows that the candidate has created a shortcut to a file, a folder and a program.</p> <p>All Pass requirements are met, with very few additional requirements.</p>	<p>Section 7 shows the candidate deleting a folder, moving a folder, deleting a file, copying and moving a file. Section 10 shows renaming of a file and folder. In section 3 the candidate has created a shortcut to one folder and one file, including before and after screen shots to confirm that this action has been carried out. Section 4 shows that the candidate has password protected PowerPoint files, showing both process and evidence that the files have been password protected. Section 5 shows that the candidate has created a shortcut on the desktop to the PowerPoint program. The evidence further shows that the program, folder and file shortcuts have been edited by changing the shortcut keys used. The evidence shows that the keyboard shortcuts, though not the shortcuts themselves, have been deleted. Section 6 shows the candidate searching for and opening files that have been created, although this could have been implied from the rest of the portfolio.</p> <p>The evidence presented by the candidate is well annotated. All Distinction requirements have been attempted, although the candidate has failed to delete the desktop shortcuts. Additionally, consistently saving using appropriate filenames and locations and restoring from a backup are not well evidenced.</p> <p>Overall, a Distinction is just the best fit for this AO.</p>
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<p>AO2</p> <p>Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages</p>	<p>The candidate has used the OCR Downloadable Tunes model assignment and has searched for relevant information using Google to search for the top 20 singles. Search criteria are simplistic but functional. Screen shots on pages 12-15 are annotated to show the source addresses of the different websites accessed. The evidence searched for was used later in the portfolio.</p> <p>The candidate has sent an email (pg 19), received and replied to an email (pg 16), forwarded an email (pg 17) and included a message with a document attached (pg 18).</p> <p>The text and header in the emails are not good but at least some text has been added to each email and the sent message contains a header. Page 18 shows that the candidate has opened an attachment sent to them via email and saved this to their AO2 folder in their work area</p> <p>Page 20 shows where the candidate has forwarded a message to more than one person. There is no message text added by the candidate, but because this is an extra email, in addition to the minimum requirements, the candidate is not penalised for this. Page 21 contains a very brief comment about the risks of opening email attachments.</p> <p>All pass requirements have been met,</p>	<p>Pages 32-28 show the use of advanced search criteria to locate information on the WWW. Although the candidate has used Boolean operators this could have been equally well evidenced through correct use of the Advanced search page of a search engine. There is no evidence of searching from local media.</p> <p>On pages 39-41 the candidate has listed the URLs of pages found, with the date the information was accessed. There is a brief comment on the validity of two of these sources, with a simple reason for one of these. This is the weakest element of the work in this AO.</p> <p>Page 42 shows where the candidate has bookmarked URLs and organised these into suitable folders.</p> <p>There is limited evidence that the candidate understands the implications of copyright. A list of the websites accessed has been provided, although it is unclear which information has been downloaded and stored.</p> <p>The candidate has sent (pages 54-56), received (45), replied to (page 48) and forwarded (page 47) emails, including a message with multiple documents attached (page 56). Some of the screen prints have been taken too early, however the witness statement confirms that the final emails were all sent with suitable subject lines and message text. Candidates should be advised to produce their screen prints from the sent folder rather than compose mode, in order to ensure all text/subject line is shown. Additionally, this provides clear evidence that the emails have actually been sent.</p> <p>An attachment has been received, opened and saved (page 45-46). Page 50 shows that the candidate has sent a high priority message to multiple recipients using cc and bcc, demonstrating some understanding of the appropriate use of these features.</p>
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		<p>Pages 49 and 51 show where the candidate has stored, retrieved and used email addresses and details of personal contacts.</p> <p>Page 58 shows where the candidate has included and created an email signature, although there is no evidence of this being used. Where subject lines and message text are shown these are appropriate.</p> <p>Page 57 includes a summary of the risks of opening and receiving email attachments and the candidate has suggested limited actions</p>
AO3		
AO4 Select and use tools and facilities in word processing or DTP software to produce a variety of business documents	<p>The candidate has created a number of straightforward and simple business documents. Page 22 shows a letter, page 25 shows a memo, page 28 shows a flyer and pages 32-33 show a newsletter. These are based on standard templates and there is little consistency, other than the inclusion of the logo on the letter, flyer and newsletter. Although there is a page headed 'House Style' the candidate shows no understanding of this. Centres should encourage candidates to develop a consistent house style (position of logo, consistent font, font size, colours etc) across all their business documents in this AO.</p> <p>The letter contains all necessary elements but the layout is poor, with the two addresses the wrong way around, the date incorrectly formatted and placed, incorrect line spacing and inconsistent font. Although it is acceptable for text to be copied and pasted it is expected that it would be proof read for content, and the footnote references in the text of the newsletter should have been removed.</p>	<p>The candidate has produced a flyer (p84), newsletter (pgs 71-74), letter (pg 64), agenda (pg 80) and a business card (pg 81). A brief report has also been included on page 79; however this is too brief and does not use suitable headings to be classed as a report.</p> <p>The letter has been mail merged on pages 68 and the newsletter contains 4 pages and contains a chart, though not a table, imported from a spreadsheet.. The candidate has included graphics from a wide range of sources (pages 83-86). The candidate has included a list of the images used, where they have been used and their original source which is an excellent piece of evidence.</p> <p>Each of the documents show a company logo and similar fonts, and the original prints showed a consistent use of colour.. The candidate has used an extensive range of software tools and facilities, such as italics, drawing tools (lines and boxes), justification and left alignment, numbering, centring and different emphasis techniques (bold, italics). Different font sizes have also been used and there is some evidence of a table</p>

	<p>The newsletter shows evidence of images from the world wide web and an image from a drawing package – however it would be helpful to the moderator the sources of any images used were clearly identified.</p> <p>Pages 24, 26, 29, 30, 31, 36, 37, 39 and 40 show evidence of using a spelling checker and proofreading the documents.</p> <p>The documents presented show some evidence of using different font style, size and paragraph justification. Helpful screen prints are provided which show some of the formatting techniques used.</p> <p>Although the number of documents produced meets Merit requirements the quality is of Pass standard.</p>	<p>The candidate has inserted fields, including date and document information on page 69.</p> <p>Pages 59-66 and 71-74 show where the candidate has checked through their documents and used a spelling and grammar checker. Candidate's should be reminded to proof-read after carrying out a spell check to ensure that they have chosen the correct word suggested by the spell checker The final documents are virtually error-free and most of the documents would be usable in a professional context, although the letter layout contains a number of errors and the last page of the newsletter is inconstant in style. Overall a Distinction can just be awarded as a best fit grade.</p>
<p>AO5</p> <p>Create and use a simple business spreadsheet</p>	<p>The candidate has used the Downloadable Tunes model assignment and created a very simple spreadsheet. The spreadsheet on pages 41-49 show a limited number of calculations (sum and average). The formulas/functions appear to work. However, it is unclear how the later totals and averages have been calculated. The candidate has entered headings and has provided some evidence of formatting on pages 41-42 (different borders and colours with appropriate format chosen for some dates and currency columns). However, further improvements could have been made.</p> <p>Page 44 shows some data being changed to obtain different results. The amendments that the candidate has made to the spreadsheet and how the data has been amended to show different results. Pages 45 and 46 demonstrate inserting and deleting a row.</p>	<p>The candidate has produced an effective spreadsheet on pages 87-94 and formulas have been printed on pages 89 and 91. There is evidence of the use of +, - and more than one function (sum, average and max).</p> <p>Page 92 shows that the candidate has formatted the spreadsheet effectively using different borders, shading, fonts, currency and date format.</p> <p>Evidence of inserting and deleting rows is shown on pages 93 and 94.</p> <p>Page 92 shows where the candidate has edited some of the data to obtain different results.</p> <p>Pages 88-91 show that the candidate has printed out the spreadsheet using appropriate page orientation and number of pages.</p>

The candidate has printed out the spreadsheet on pages 41-42 although these could have been presented in a better way, showing less white space.

All Pass requirements have been met, with some Merit requirements (use of a function, a range of formatting and insert/delete rows) but there is no formula printout and no evidence of using print preview and adjusting print options to fit the whole sheet onto one side. Pass is therefore the best fit here..

Some use of headers and footers are included and other print layout features have been used appropriately, such as printing row and column headings.

All Distinction criteria are evidenced here.

Unit 1
Level 2
AO2

Candidate B
Pass



I am using the search engine of google

A 02

BBC Radio 1 Chart Show - The UK Top 40 Singles - Windows Internet Explorer

http://www.bbc.co.uk/radio1/chart/singles.shtml

BBC - Radio 1 - Chart show - The UK Top 40 Singles

What is Radio 1?

Chris Moyles
Now on air 05:30 - 12:00

Listen live Webcam

Radio 1 Home
Listen/Podcasts
DJ's/Shows
Schedule

Daytime
Dance
Rock/Alternative
Hip Hop/RnB
Experimental

Events
News
Messageboards
Help

BBC Search
BBC advertising

Contact Us
Like this page?
Send it to a friend

Official Chart Show
Sun 16.00-19.00

The Official UK Singles Chart : 14.10.2007

Pos	Prev	Weeks	Artist	Title	Label
1	1	4	Sugababes	About You Now	Island
2	2	4	Ida Corr Vs Fedde Le Grand	Let Me Think About It	(Data)
3	7	14	Mark Ronson Ft Amy Winehouse	Valerie	(Data)

Singles | Albums
Dance singles | albums
RnB singles | albums
Indie singles | albums
Rock singles | albums
DVDs | Music DVDs
Downloads

Listen again
Official Chart Show
Single reviews

http://www.bbc.co.uk/radio1/chart/

I found this information on <http://www.bbc.co.uk/radio1/chart/singles.shtml>

UK Singles Top 40 - Top 40 Charts.com - 40 Top 20s - Top 40 Music Charts from 25 Countries - Windows Internet Explorer

http://top40-charts.com/chart.php?id=25

UK Singles Top 40 & Top 40 Charts.com - 40 Top 20s...

PLEASE TAKE THIS BRIEF SURVEY.
THANK YOU!

top40-charts.com

home charts news songs artists biographies features forums comments

Add by Google

NEW! Add this chart to your site:
UK Singles Top 40

UK Singles Top 40
UK Top 40 is compiled by Top40-charts.com (Sales, Downloads & Airplay)

07-10-2007 Go Prev

Pos	Prev	Weeks	Artist	Title	Label
1	1	4	Sugababes	About You Now	Island
2	5	4	Ida Corr & Fedde Le Grand	Let Me Think About It	(Data)
3	2	14	Mark Ronson Ft Amy Winehouse	Valerie	(Data)

Done, but with errors on page.

I found this information on <http://top40-charts.com/chart.php?id=25>

MTV & Billboard Music Charts Top 20 Videos, Artist, Singles, Albums More Windows Internet Explorer

http://www.mtv.com/music/charts/

MTV & Billboard Music Charts | Top 20 Videos, Artist, ...

Home Music Shows News Movies Games Activism Music SEARCH

Billboard Top 20 Singles, 10.04-10.12

Top 20 Singles

Top 20 Albums

Top 10 Modern Rock Tracks

Hot R&B/Top-Hip Singles

BILLBOARD TOP 20 SINGLES, 10.04-10.12

1. Soulja Boy Tell'em "Crank That (Soulja Boy)"
2. Kanye West "Stronger"
3. Britney Spears "Gimme More"
4. Timbaland "The Way I Are"
5. Fergie "Big Girls Don't Cry"

http://www.mtv.com/overdrive/index.jsp?index=159329

Internet 100%

I found this information on <http://www.mtv.com/music/charts/>

The Official UK Charts Company Top 100 Singles Chart Windows Internet Explorer

http://www.theofficialcharts.com/top40_singles.php

The Official UK Charts Company: TOP 100 SINGLES CHART

Singles & Albums charts are based on sales of CDs, downloads, and vinyl records. The charts are compiled by the Official Charts Company.

WELCOME TO THE HOME OF THE OFFICIAL UK CHARTS: THE ULTIMATE DESTINATION FOR ALL MUSIC & VIDEO CHART INFORMATION

THE OFFICIAL UK CHARTS COMPANY

TOP 100 SINGLES CHART - CHART WEEK

Position	Last week	Artist	Title
1	1	SUGARBABES	ABOUT YOU NOW
2	3	IDA CORR VS FÉDÉ LE GRAND	LET ME THINK ABOUT IT
3	7	MARK RONSON FT AMY WINEHOUSE	VALERIE
4	3	SHAYNE WARD	NO I HANG UP IF THAT'S OK WITH YOU
5	---	HOOSIERS	GOODBYE MIA
6	2	PLAIN WHITE T'S	HEY THERE DELILAH
7	4	50 CENT - TIMBERLANE - TIMBALAND	AVO TECHNOLOGY
8	6	SEAN KINGSTON	BEAUTIFUL GIRLS
9	8	TEIST	1234
10	9	SCOUTING FOR GIRLS	SHE'S SO LOVELY
11	10	KANYE WEST	STRONGER
12	---	ELVIS PRESLEY	A BIG HUNK O' LOVE

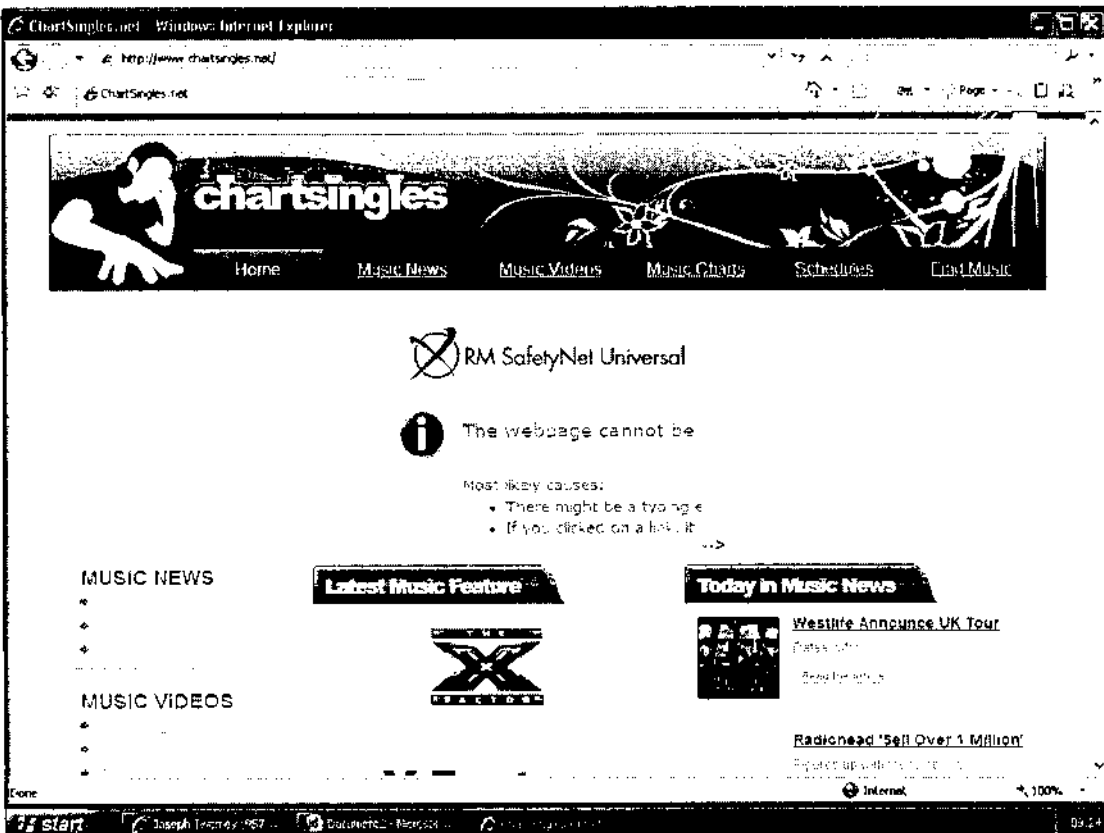
Done

Internet 100%

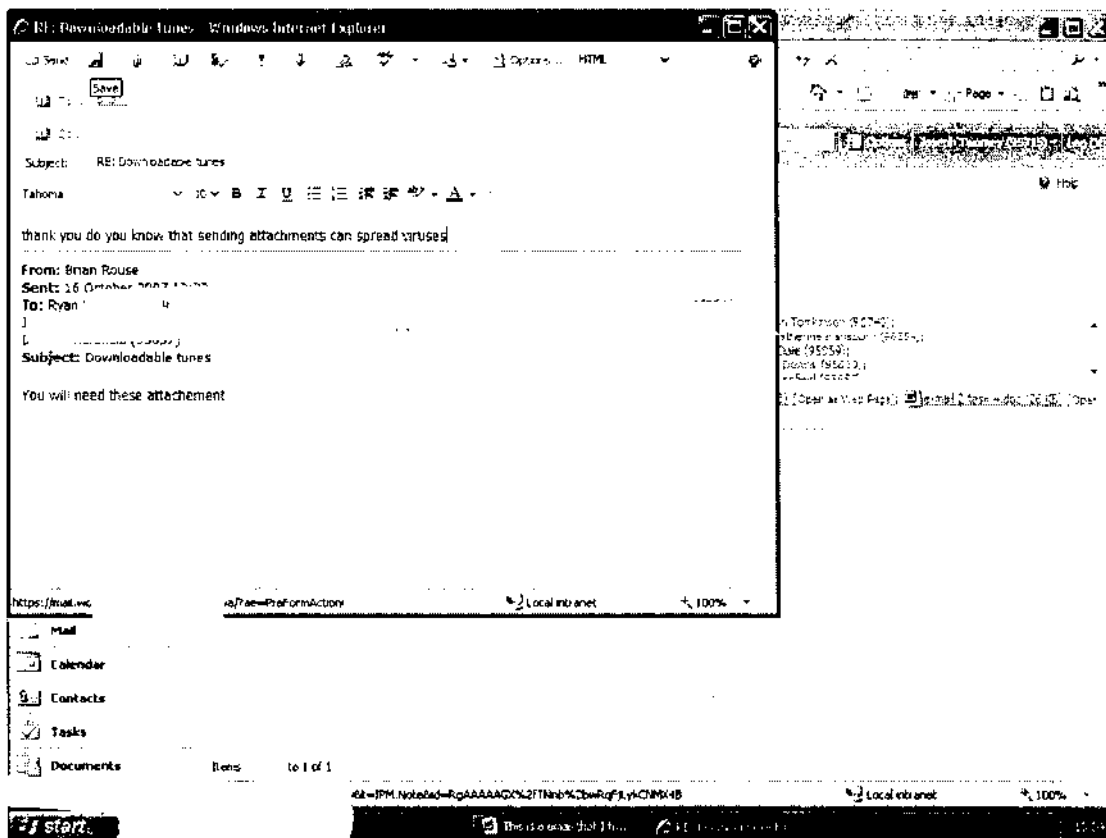
I found this information on http://www.theofficialcharts.com/top40_singles.php

13

14

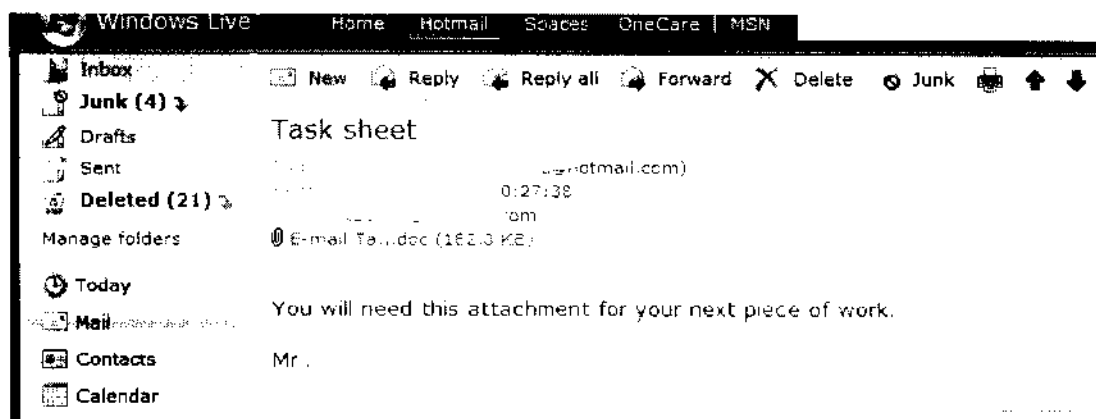


I found this information on <http://www.chartsingles.net/>

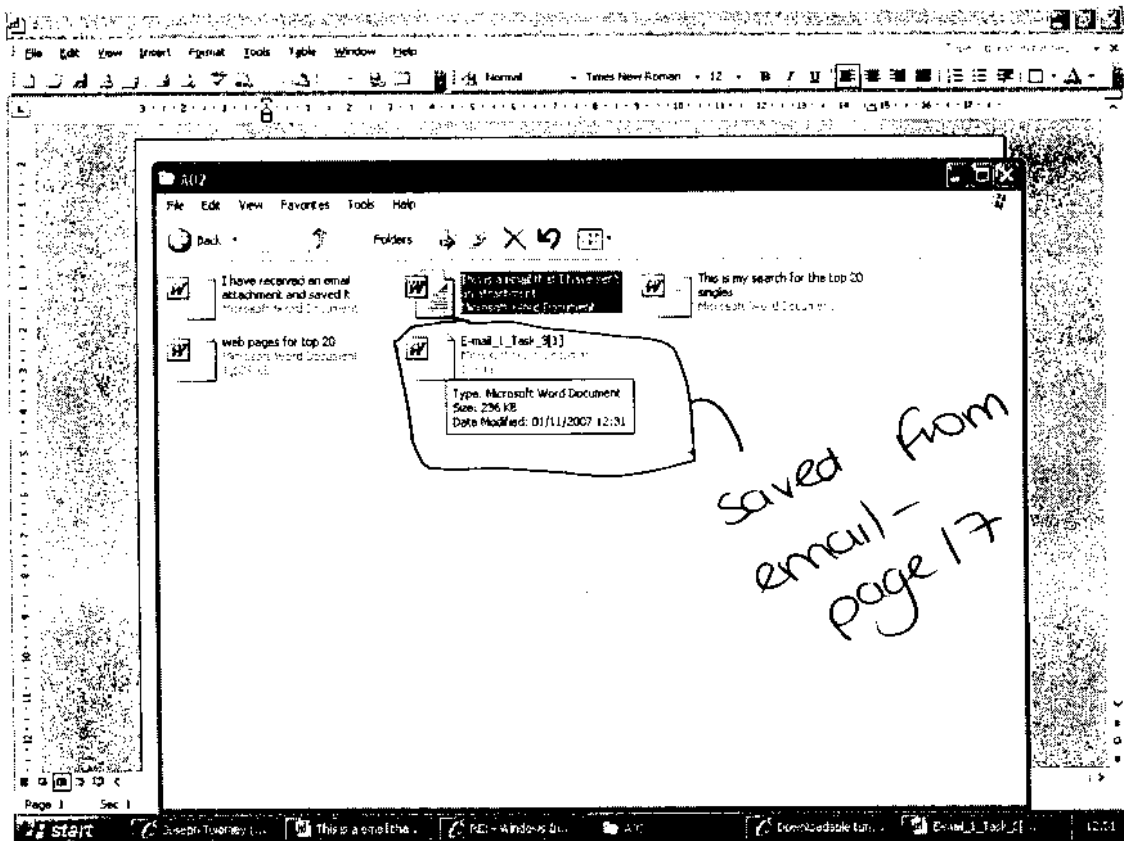
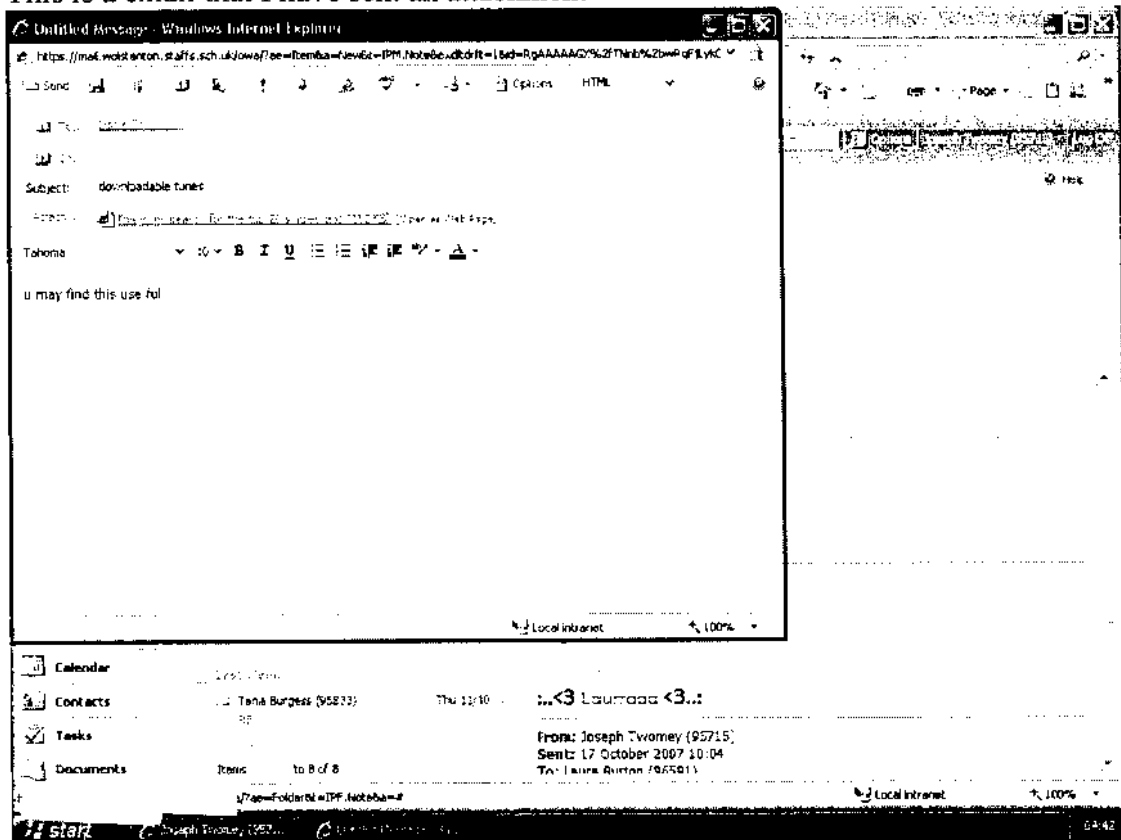


I have replied to an email

[Handwritten signature]

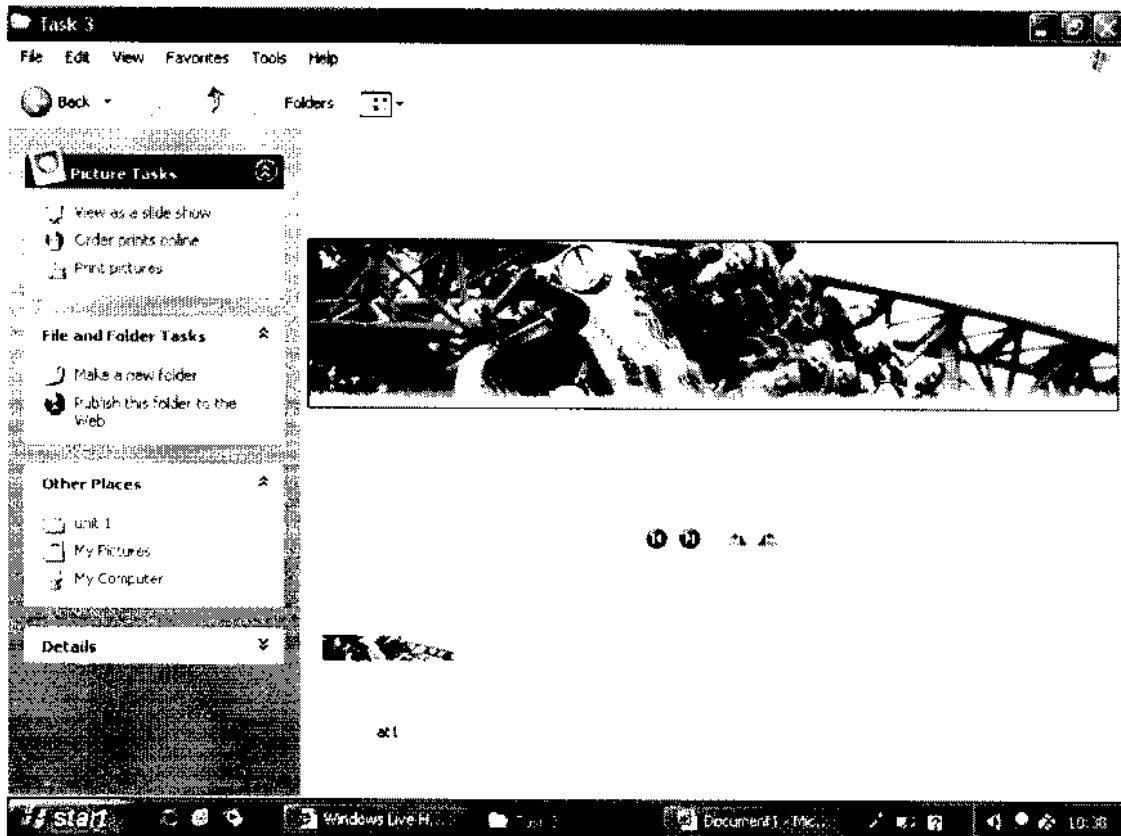


This is a email that I have sent an attachment

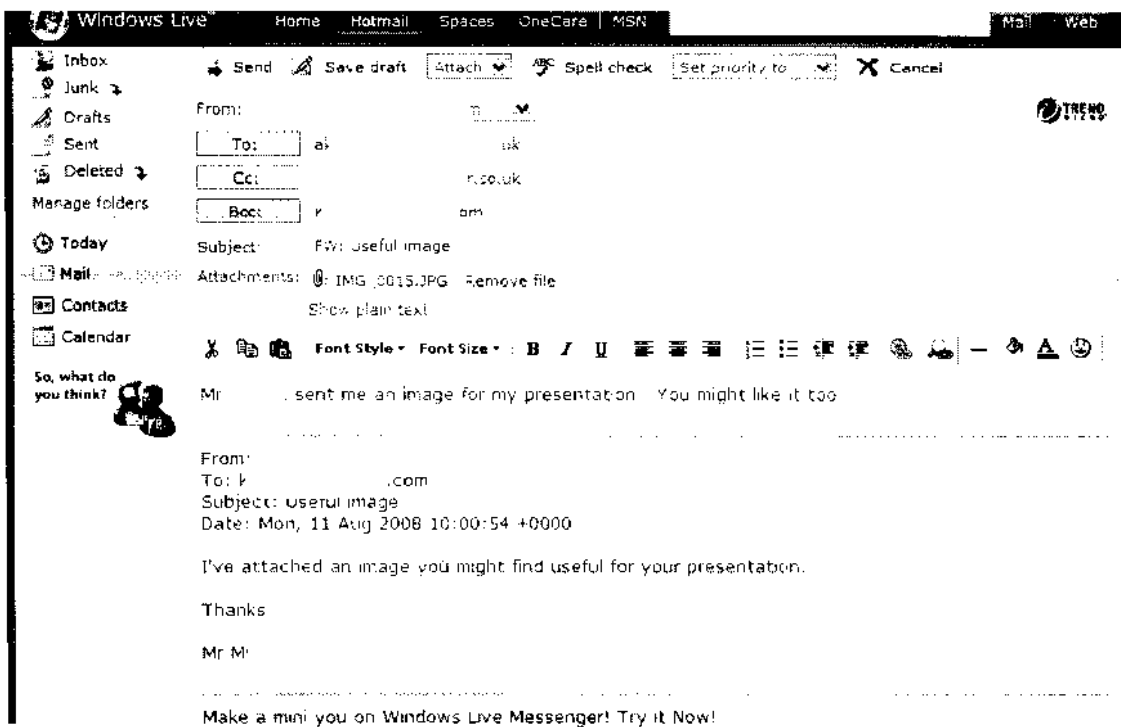




This is an email ive sent



Print screen to prove I have saved this picture into my documents.
This picture was an attachment on the email that I received.



Print screen of the email that I have forwarded to two other people using cc.

You have to be careful with attachments because they could carry viruses.

Email is a major security problem, due to the fact that a lot of worms and Trojans are using email to get into our computers.

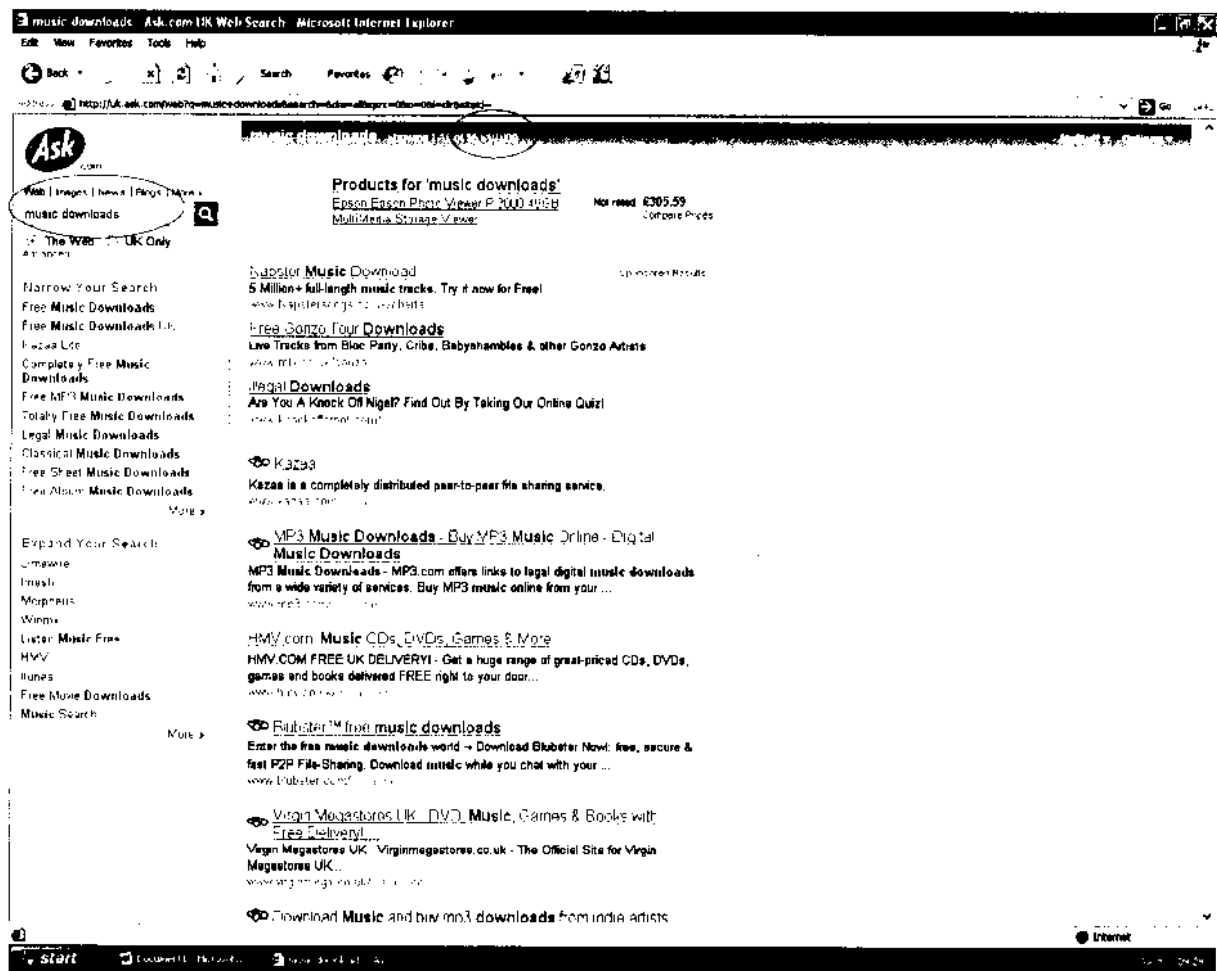
While email attachments represent a useful addition to email functionality, as a way to send files via email, they are also risky due to the fact that email attachments can contain not just documents, but also binary attachments like executable files. Such email attachments can be dangerous as they may contain worms and Trojans that can immediately infect our computers, once opened by the unsuspecting user.

Unit 1
Level 2
AO2

Candidate A
Distinction

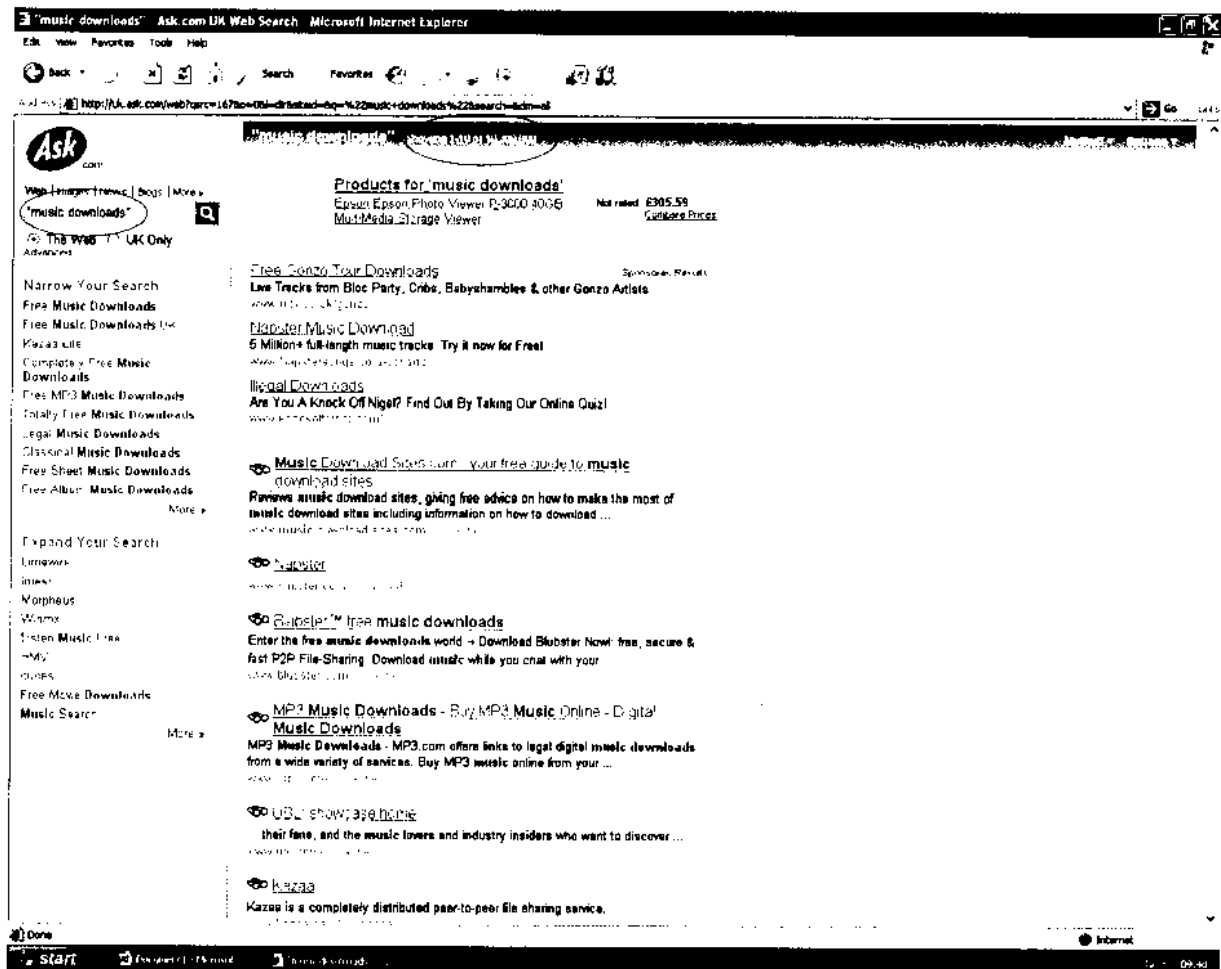
Searching the Internet for information

I searched the internet using ASK for information on music downloads.



I used the keywords music downloads and got 55, 610,000 results.

Age Group	Percentage
18-29	~85
30-49	~75
50-69	~65
70+	~55



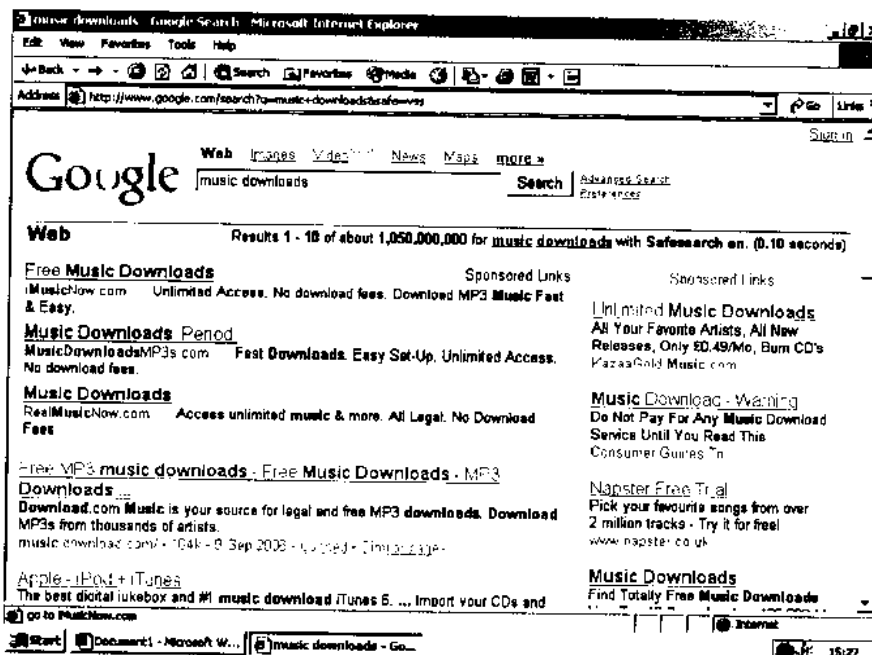
I then used the keywords "music downloads" in quotation marks, I got 57, 600, 000 results. I got fewer results because when you use quotation marks, you are looking for the words together.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying the URL: <http://uk.ask.com/web?qcr=14760-03-03&testid=0&music+downloads+NOT+ringtones&id=11>. The search bar contains the text "music downloads NOT ringtones". The search results page shows a list of links related to music downloads, including "Music Downloads", "Legal Downloads", "Free Gonzo Your Downloads", "Not the Joneses MP3 Downloads", "Not Breathing MP3 Downloads", and "Free Music Downloads Not That Americans Say". The search bar at the top shows the query "music downloads NOT ringtones" and the results count is 4,093.

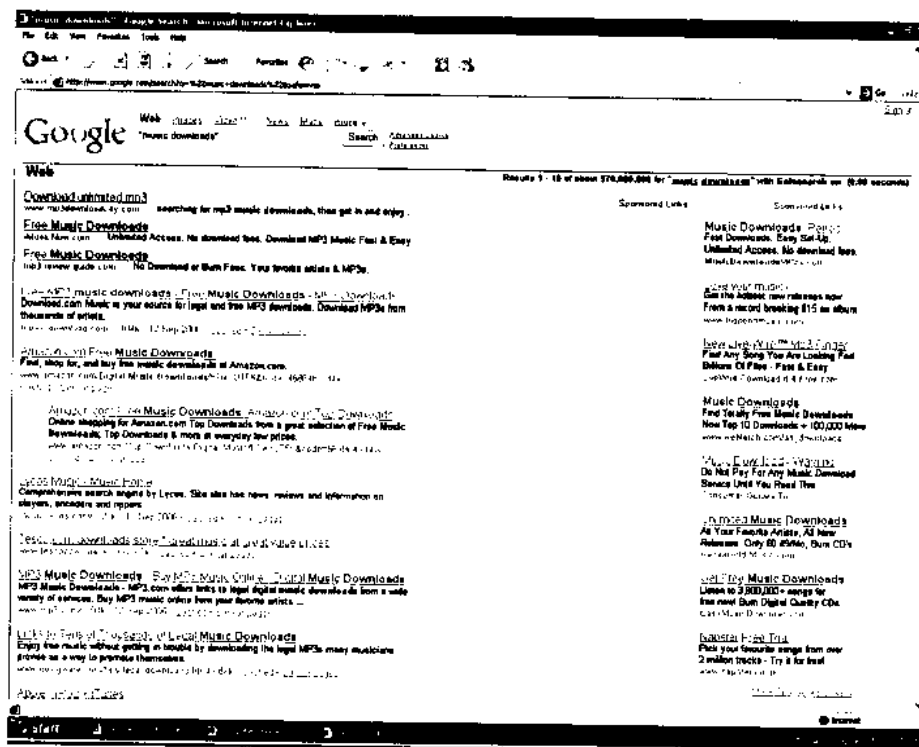
This was my last search. I entered the words music downloads NOT ringtones and I got 4, 093, 000 results. This is much lower because I am searching for the first term but it cannot contain the second term at all. The search engine has to only include all the websites found that do not contain the second term.

① Searching using Boolean

Using the Internet to search for Downloads

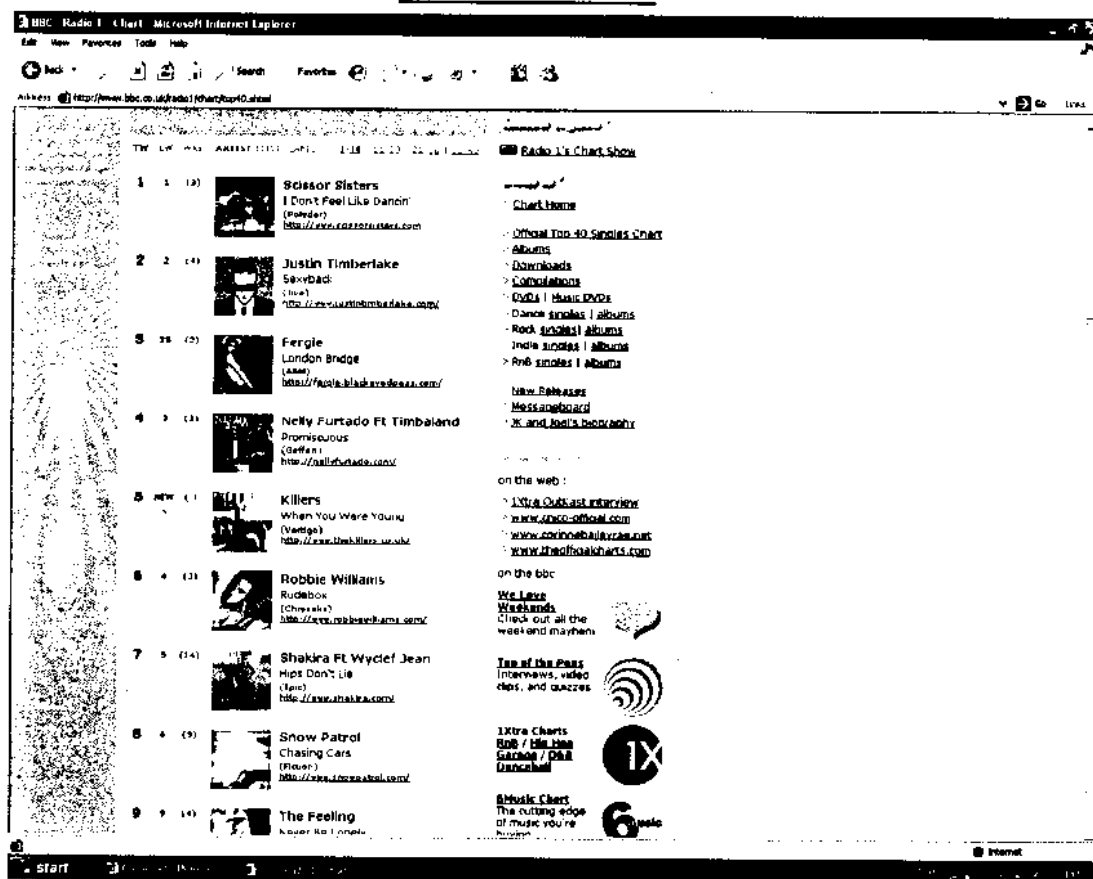


I typed into the internet search 'music downloads' there was 1,050,000,000 hits



In this search I typed in the internet search "music downloads" in speech marks there was 570,000,000 hits

Useful websites



URL: <http://www.bbc.co.uk/radio1/chart/top40>

Date Accessed: 18th September

Wednesday 18th September 2006

The website is very useful you can look through the UK SINGLES CHART and look through the top singles from numbers 1-40.

I think this website is very reliable because BBC is a very good company who are reliable and have a good website to show this.

(M) Trustworthiness of websites

OCR Unit 1

The screenshot shows the Billboard.com website's 'Top Compilation Albums' chart. The browser window title is 'Billboard.com: Charts: Alltimes Top Compilation Albums - Microsoft Internet Explorer'. The address bar shows the URL: http://www.billboard.com/mediatoday/chart_display.asp?chart=Billboard-Top-Compilation-Albums. The page features a sidebar with 'Billboard radio' and 'Discover Great New Music' links. The main content area displays a table of the top 10 compilation albums.

Pos	Album	Artist	Label	Peak	Wks On
1	Various Artists NOW 22	Various Artists	BMG	1	1
2	Various Artists Three Wooden Crosses	Various Artists	Meridian	1	1
3	Various Artists Crunk Vol. 2	Various Artists	TVT	1	1
4	Various Artists NOW 23	Various Artists	BMG	1	1
5	Various Artists Smash Hits Presents: Get Next	Various Artists	Meridian	1	1
6	Various Artists Rock Ballads	Various Artists	Meridian	1	1
7	Various Artists Disneymania 4: Music Stars Sing Disney ... Their Way	Various Artists	Meridian	1	1
8	Various Artists NOW Worship (Aqua)	Various Artists	Meridian	1	1

URL: <http://www.billboard.com/charts>

Date Accessed: 18th September

Wednesday 18th September

The website is very useful it shows the Top Compilation Charts. It also shows the Compilation Charts numbers 1-10.

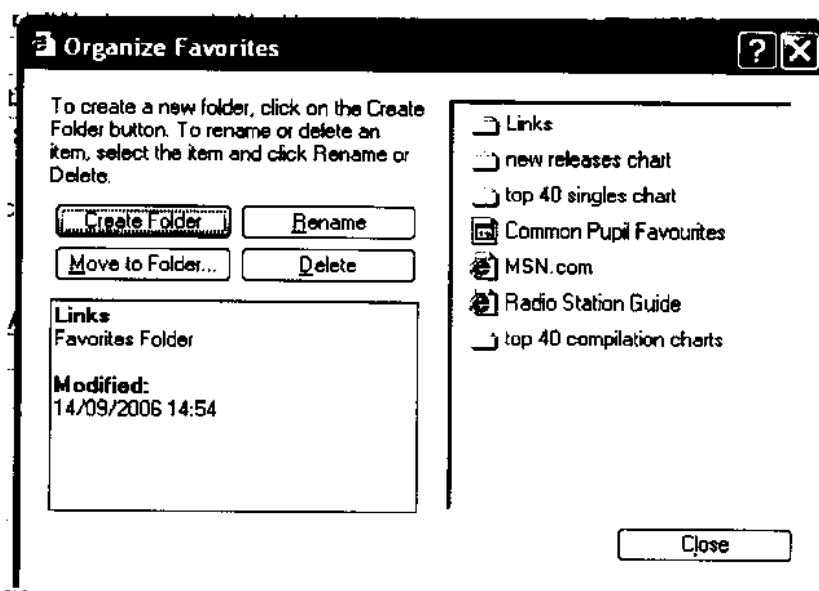
This website is reliable

Useful Websites

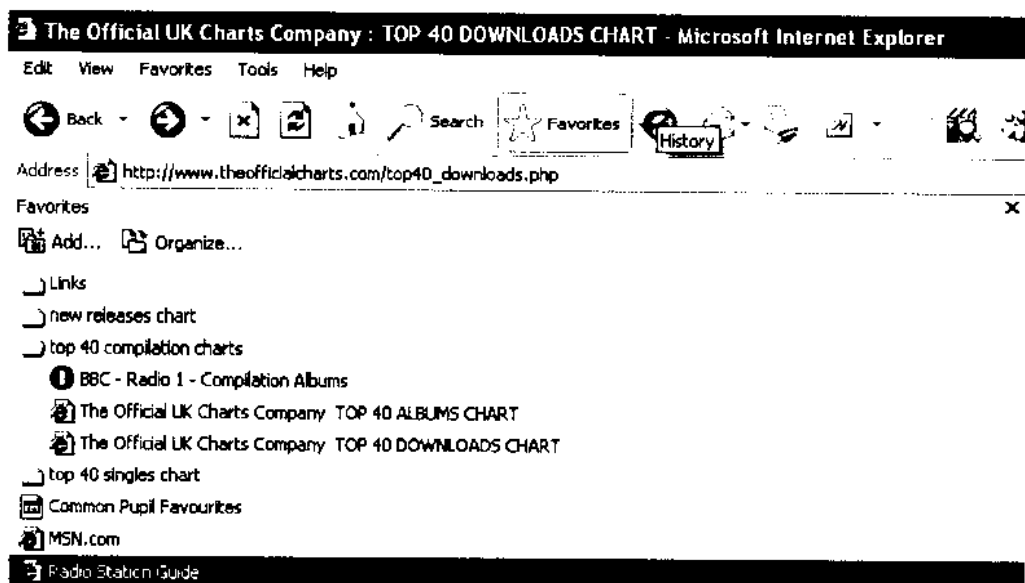
- | | |
|--|----------|
| 1. <u>www.hmv.co.uk</u> | 19/10/06 |
| 2. <u>www.whsmith.co.uk</u> | 01/09/06 |
| 3. <u>www.apple.com/</u> | 08/10/06 |
| 4. <u>www.itunes.co.uk</u> | 05/11/06 |
| 5. <u>www.jamstar.co.uk</u> | 21/11/06 |
| 6. <u>www.key103.co.uk</u> | 30/10/06 |
| 7. <u>www.tesco.co.uk</u> | 15/09/06 |
| 8. <u>www.galaxy105.co.uk</u> | 03/10/06 |
| 9. <u>www.ilovemusic.com</u> | 22/09/06 |
| 10. <u>www.coolmusic.com</u> | 10/11/06 |

✓ (P) List of websites

Adding WebPages to Favourites



I have added these three folders in my favourites to save my websites and also make it easier to access them to view the sites.



I have put three WebPages in my favourites with the name of the website which you can access easily.

/ (M)

Tutor Witness Statement – Email

A02 Send, receive, reply and forward emails

CANDIDATE NAME

ASSESSOR NAME

Date of viewing

February 2008

ASSESSOR FEEDBACK

Use of Email

Please tick **Yes**

☒ **No**

Assessor comments

I can confirm that the candidate has sent, received, replied and forwarded email, although the final step from the screen prints have been missed by the candidate. All the candidates used bcc to me as the assessor so that this evidence could be shown electronically to the moderator during the visit.

I can also confirm that I checked all emails to make sure they contained a subject line and at least some message text. Unfortunately some of this candidate's screen prints were taken too early and do not show this.

In future, we will ensure that the candidates show the final steps throughout both AO1 and AO2.

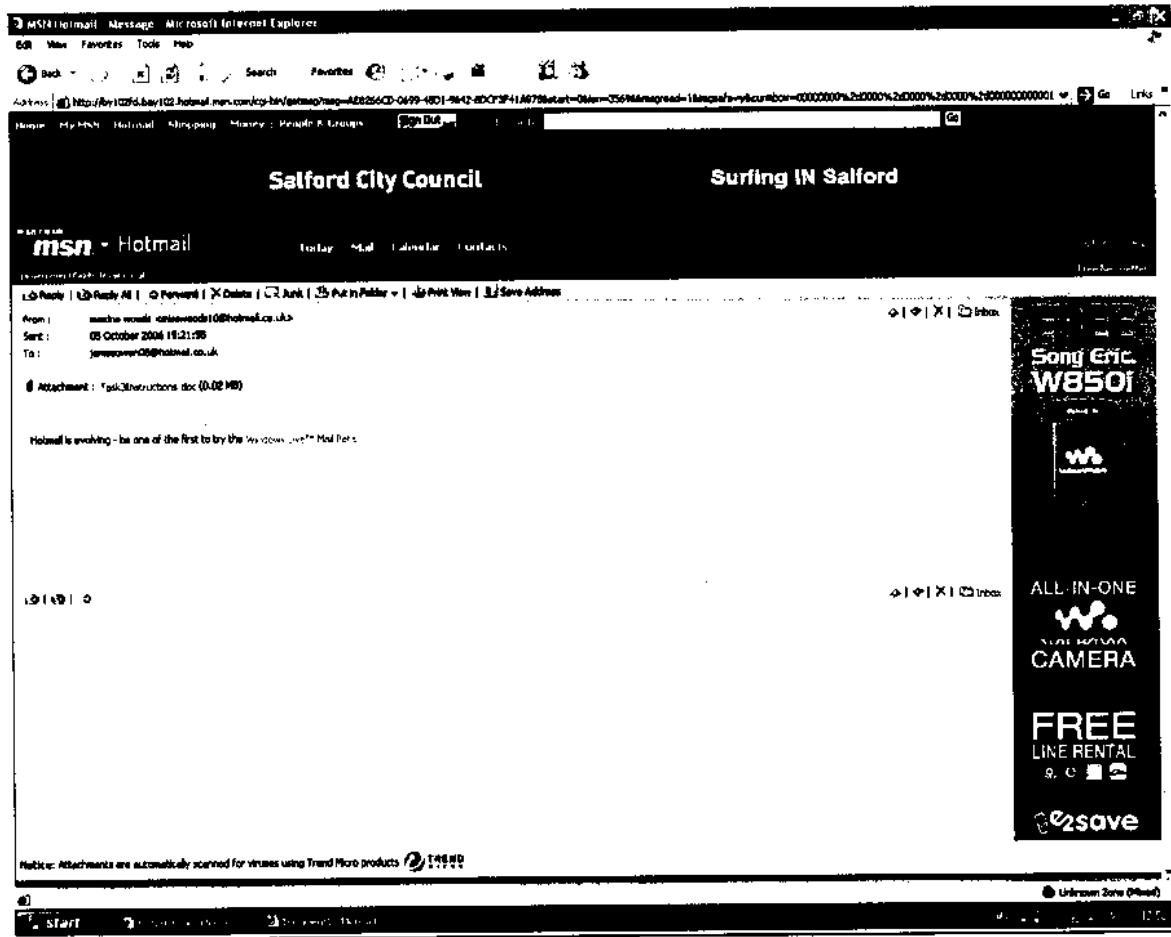
ASSESSOR SIGNATURE:

DATE:

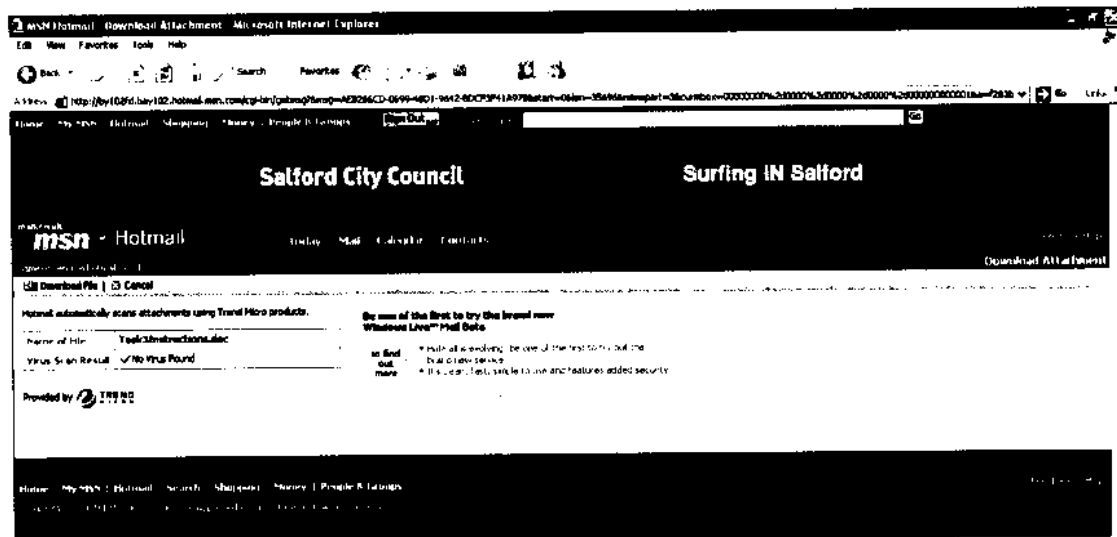
CANDIDATE SIGNATURE:

DATE:

Saving an attachment

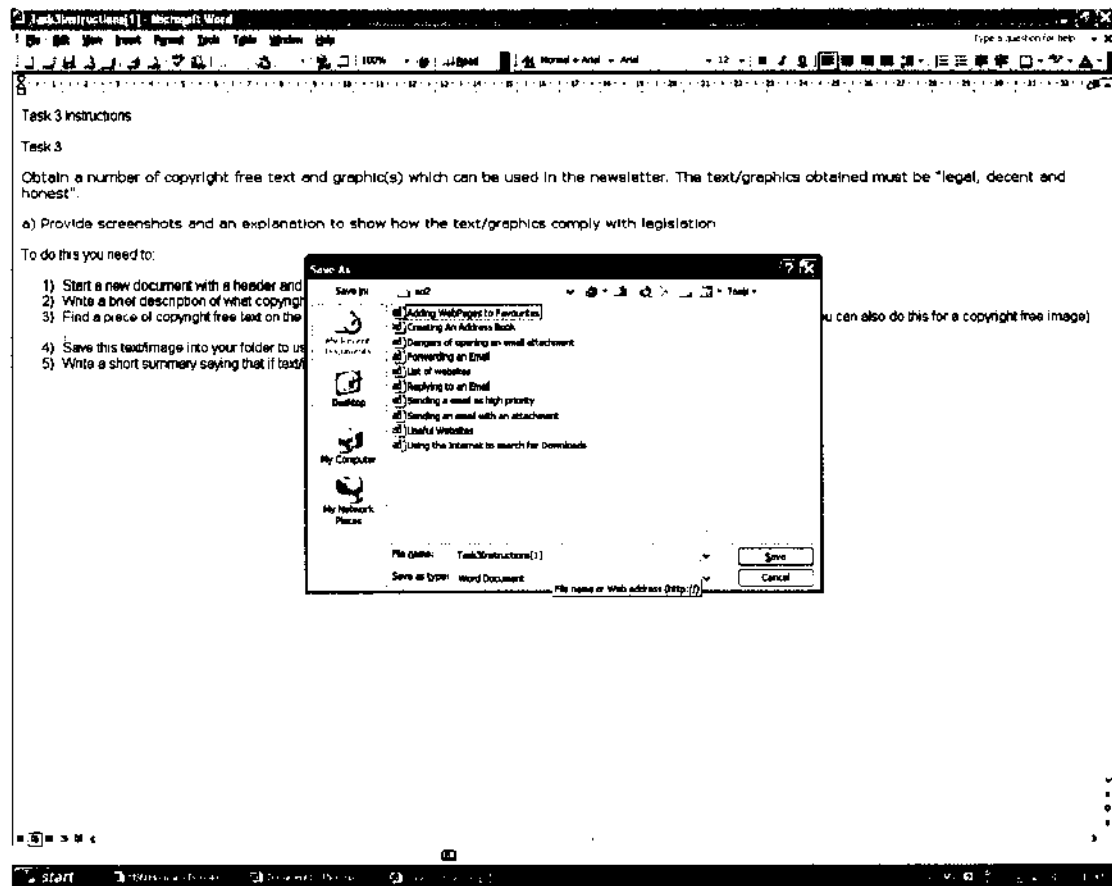


I have received an email with an attachment which I need to open and save in my file.



OCR Unit 1 AO2

I opened the file and checked that the attachment had no viruses. There were no viruses found so am I going to save it in AO2.



I have opened the attachment and saved it in AO2.

① Saving an attach

Forwarding an E-mail

[illegible]

①

Replying to an Email

Home My MSN Hotmail Shopping Money People & Groups **msn.co.uk** Today Mail Calendar Contacts

msn - Hotmail

Bar-mooen2@hotmail.co.uk

☐ Send ☒ Save Draft ☐ Attach ☐ Tools ☐ Cancel

To: misswoods10@hotmail.co.uk

Cc:

Bcc:

Subject: RE: Task 3 Instructions - do not delete

Paragraph Font Style Font Size

Hi miss I have received your email.

James Owen I.C.T

From: "mexthe woods" <misswoods10@hotmail.co.uk>
 To: jae.carnad@hotmail.co.uk, mooshine18@hotmail.co.uk, gabe26@hotmail.com, jma.2000@hotmail.com,
 vortray-82@hotmail.com, danyglacoon@hotmail.com, bns.phrm@btworld.com,
 sophieharvey93@hotmail.com, pyle-12@hotmail.com, nfrsna@msn.com, jamaaroman09@hotmail.co.uk,
 mullen06@hotmail.co.uk, donkmurray@hotmail.com, stephan1010@hotmail.co.uk,
 lthomsona@ina094@hotmail.co.uk, loui_cutt@hotmail.co.uk, bnd-den-26@hotmail.co.uk,
 chloerabidge@hotmail.co.uk, xli.sophie@hotmail.co.uk, jack_sauth26@hotmail.com,

☐ Copy Message to Sent Folder

Home My MSN Hotmail Search Shopping Money People & Groups

Copyright © 2004 Microsoft Corporation. All rights reserved. Terms of Use

9

Sending a email as high priority

MSN Hotmail New Message Microsoft Internet Explorer

Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address http://by1fd.bey15.hotmail.com/cgi-bin/compose?curmbbox=F0000000116e-72830c4689121d5625c6490f56ed796667bb30ed51d713ee6e43

Home My MSN Hotmail Shopping Money People & Groups **Hotmail**

msn.co.uk **msn** Hotmail Today Mail Calendar Contacts

Send Save Draft Attach Tools Cancel

To: mlswoods10@hotmail.co.uk ,down_tunes@hotmail.com

Cc:

Bcc:

Subject: buy one get one free offer

Paragraph Font Style Font Size

to mls woods i am writing to confirm that we are doing a buy one get one free offer on downloadable tunes.

Show All Edit Favorites

☐ Copy Message to Sent Folder

I have sent this email to contacts in my address book. I have sent this as high priority which means it is more important and it should get there quicker to my contacts.

(M) High importance

Creating An Address Book

MSN Hotmail - New Contact - Microsoft Internet Explorer

Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites

Address <http://by15fd.bay15.hotmail.msn.com/cgi-bin/Mail?http%3a%2>

Home | My MSN | Hotmail | Shopping | Money | People & Groups

msn.co.uk **msn** Hotmail Today M

jamesover05@hotmail.co.uk Messenger: Failed

Save Save and Add Another Contact Cancel

First Name:

Last Name:

Quickname:
(Required) Tip: Quicknames make addressing messages easy

Company Name:

MSN address:

☐ Use with MSN Messenger
Contacts with a Microsoft Passport e-mail address can also be used as an MSN Messenger contact.

Favorite ☒ Mark this contact as a favorite

Home | My MSN | Hotmail | Search | Shopping | Money | People

© 2006 Microsoft TERMS OF USE TRUSTE Approved Privacy Statement Anti-Spam

I have set up an address book to save useful email addresses. I did this by clicking on new contact and then I added the information e.g. first name then I clicked on save.

Microsoft Internet Explorer - Favorites

Favorite Contacts

smith, jack
tunes, download
woods, miss

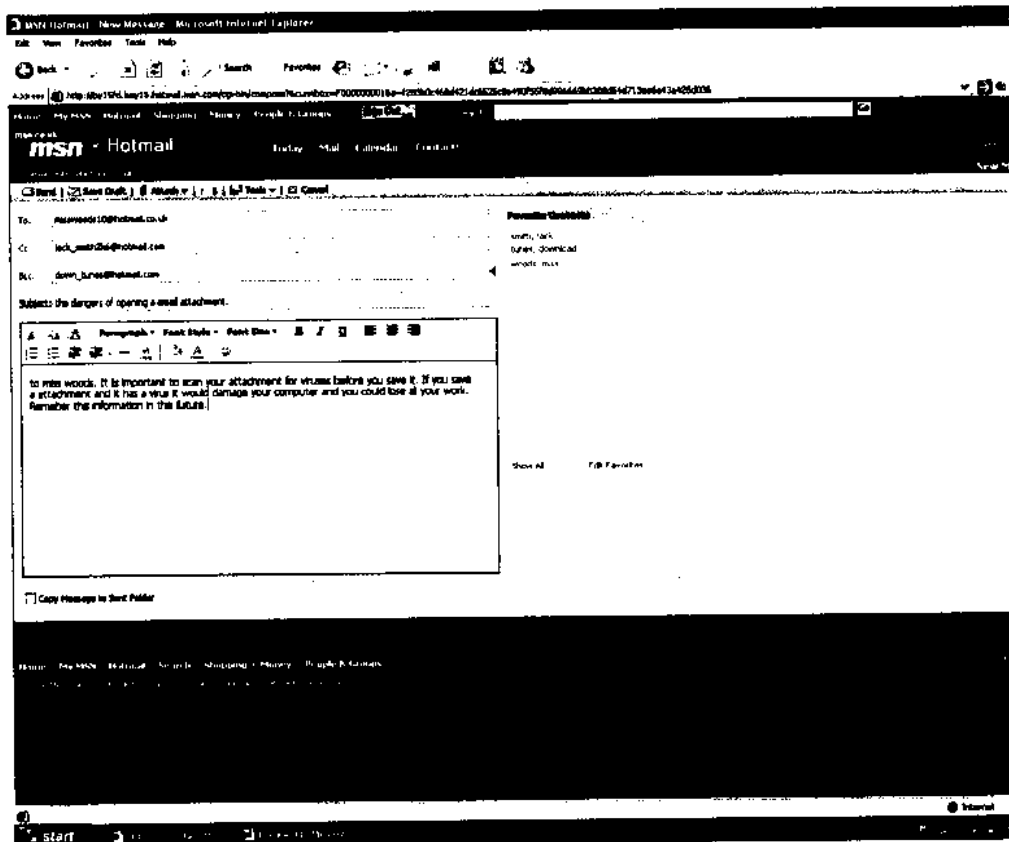
✓ (A) Saving addresses

I then saved them to my Favourite Contacts so I can access them easily.

Show All

Edit Favorites

The Dangers of opening an email attachment



I have sent an email to my teacher. I have used the addresses in my address book.
I have cc this to my friend cc means carbon copy so she will receive the same email.
I have bcc this to downloadable tunes.
Bcc means blind carbon copy which means the other people do not know I have sent this.

(M) CC +
Summary of
risks of
attachments

Copyright

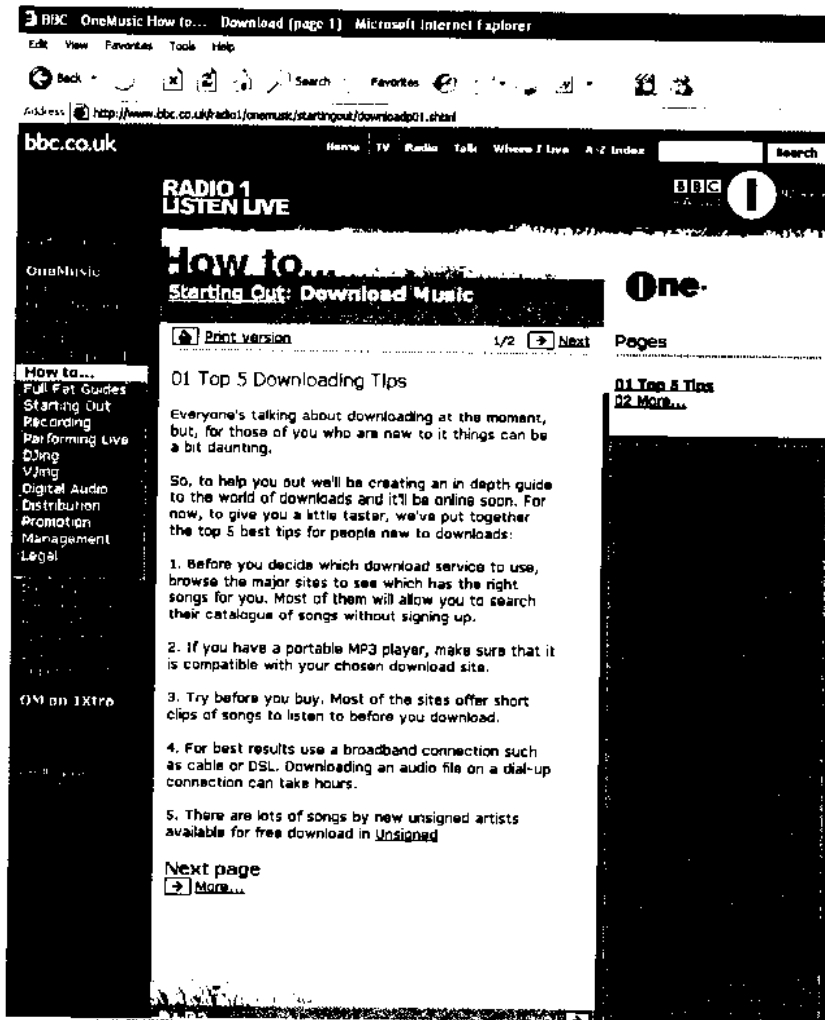
Copyright is a set of exclusive rights regulating the use of a particular expression of an idea or information. At its most general, it is literally "the right to copy" an original creation. In most cases, these rights are of limited duration. The symbol for copyright is ©, and in some jurisdictions may alternatively be written as either (c) or (C).

(Source: <http://en.wikipedia.org/wiki/Copyright>)



If I wanted to use this in my newsletter I can because all images are free from copyright this means I won't have to ask permission from the owner.

✓



I looked on the BBC website and saw these downloading tips and I thought that they would be useful for my newsletter but if I wanted to use this I would have to ask the BBC for permission because it has copyright.

(M) Copyright

Sending an email with an attachment

To send an email with an attachment. I first clicked on new message and put in the subject name.

msn.co.uk

msn Hotmail

Today Mail Calendar Contacts

jamesowen05@hotmail.co.uk

☐ Send | ☒ Save Draft | ☐ Attach ▼ | | ☐ Tools ▼ | ☒ Cancel

To:

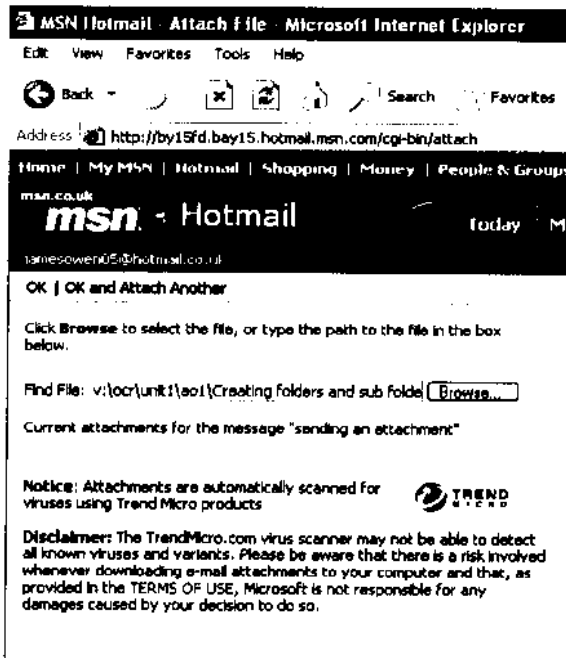
Cc:

Bcc:

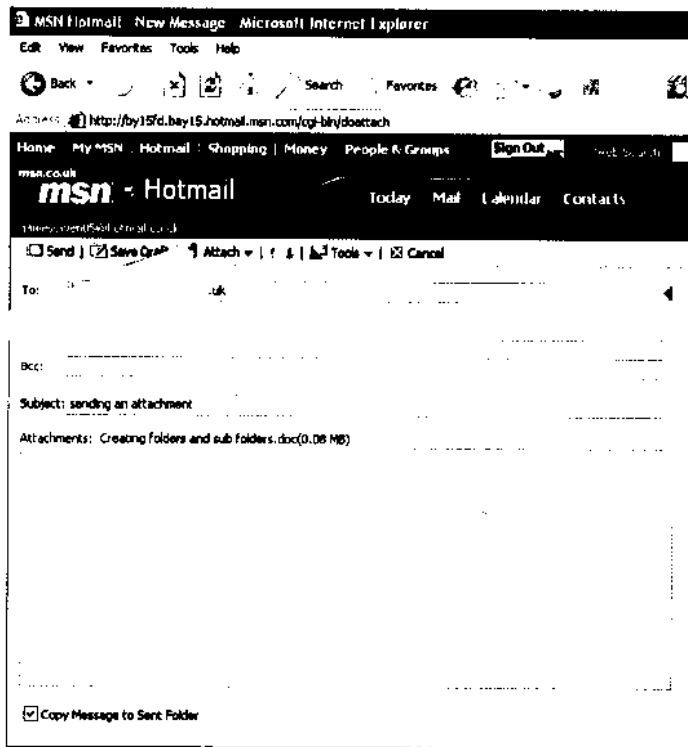
Subject:

☒ Copy Message to Sent Folder

OCR Unit 1



Then I attached my task 1 work to send to my teacher.



I then attached the file and sent it to the teacher

I am also going to send two other attachments to my teacher the file I am going to send is using the internet to search for downloads and useful websites as shown below.

Home | My MSN | Hotmail | Shopping | Money | People & Groups | **Sign Out** | Web Search

msn.co.uk

msn - Hotmail

Today Mail Calendar Contacts

jamesowen05@hotmail.co.uk

Send | Save Draft | Attach | Tools | Cancel

To: _____

Cc: _____

Bcc: _____

Subject: _____

Attachments: Using the Internet to search for Downloads.doc(0.36 MB); Useful Websites.doc(0.57 MB)

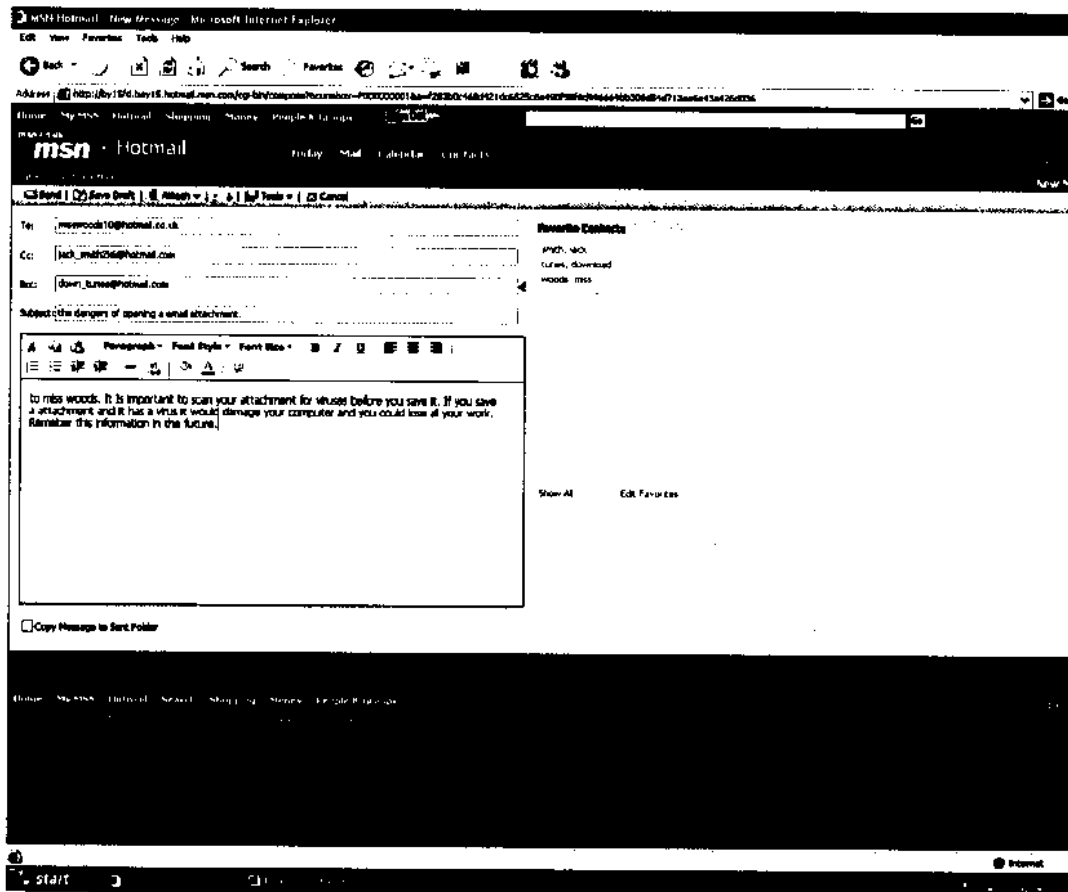
Paragraph - Font Style - Font Size - B I U E

Show All

This shows the attached file to my email which I will send to my teacher.

✓ Sending 2 attachments
(M)

The Dangers of opening an email attachment



I have sent an email to my teacher. I have used the addresses in my address book.
I have cc this to my friend cc means carbon copy so she will receive the same email.
I have bcc this to downloadable tunes.
Bcc means blind carbon copy which means the other people do not know I have sent this.

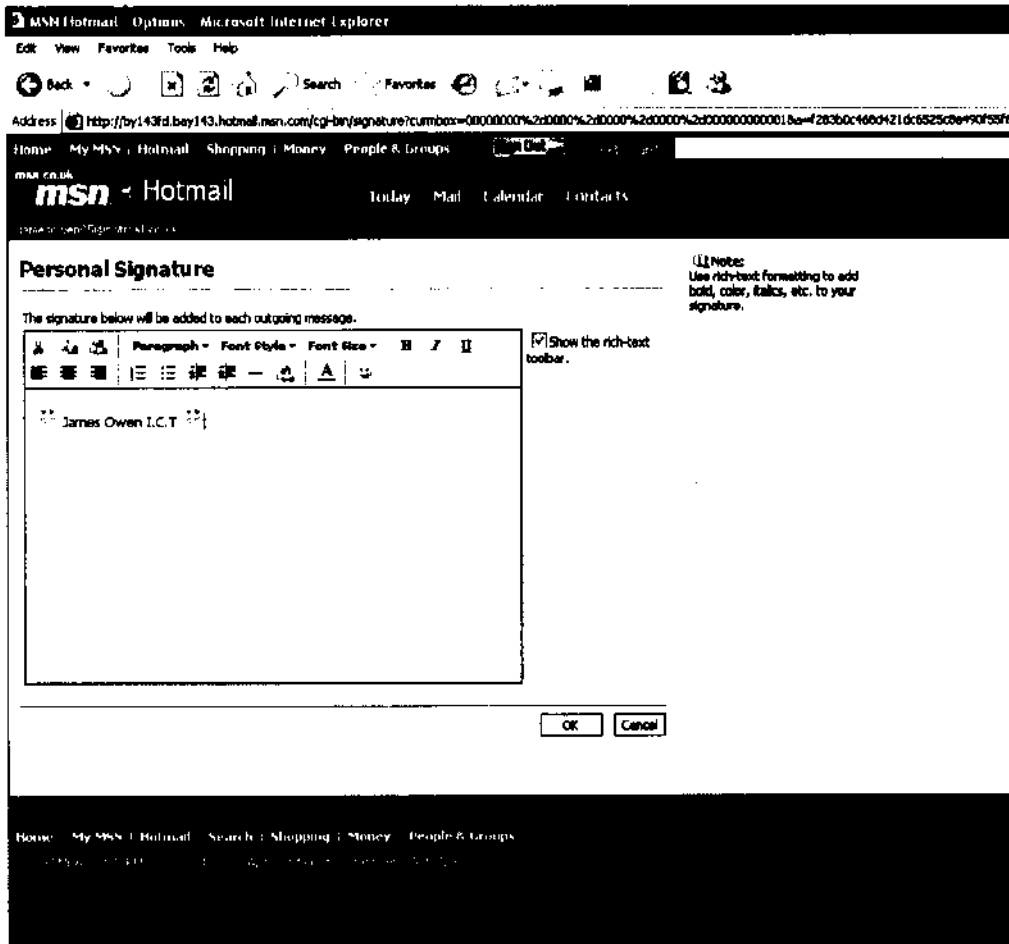
To stop viruses you need to follow these rules-

1. Only open emails of people you know.
2. Always use the virus scanner attached to the email.
3. Discard any viruses immediately.
4. Save attachments to a suitable place.

① extra detail
to risks of
attachments

Creating a signature

In my email account, I made an email and created a signature and I have saved it here.



This signature will be on the bottom of all the emails that I send.

① Personal Signature