

Email

1. Identify three ways you can pick up email?
2. What are the advantages and disadvantages of each method?
3. What are the advantages and disadvantages of email over traditional mail?
4. What are the social effects of the increasing use of email?
5. Put the following tasks, for adding a word-processed document as an attachment, in a sensible order.
 - Send email
 - Edit word-processed document
 - *Click* on attachment icon
 - Search for document to be attached
 - Save word document
 - Open a new email message in web browser or using Outlook Express
 - Write in recipient, subject and message
 - *Click* on document and *click* attach document
6. Why is it best to send email as plain as possible? (i.e. no fancy fonts, backgrounds or borders)
7. Most people attach Microsoft files to emails by default. What is your opinion of this? Consider the recipient of the email and the social implications of using one brand. (This worksheet was written using the FREE Open Office software! www.openoffice.org)

