

JOHNOSBORN
EXEMPLAR

UNIT 1: ICT SKILLS FOR BUSINESS

TASK 3: Design and create a business presentation to accompany a talk on the use of email in business.

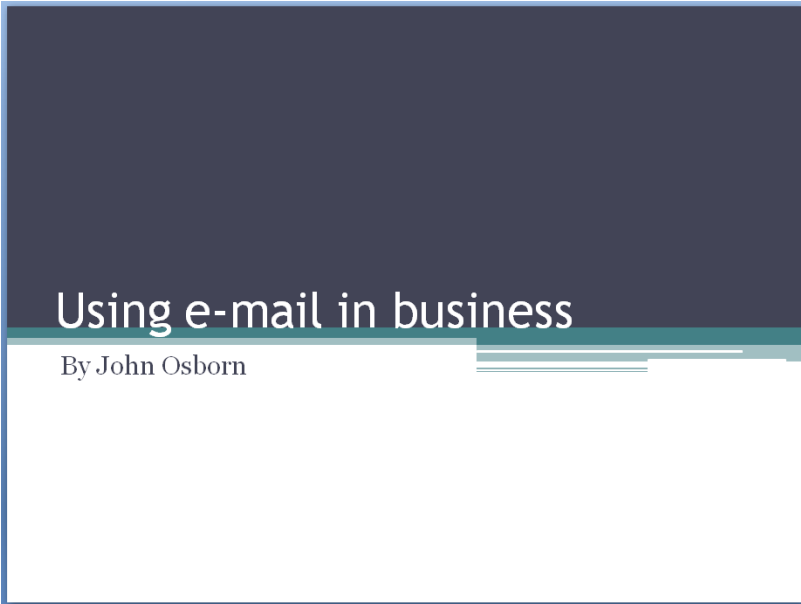
ASSESSMENT CHECK LIST

TASK	Student	Teacher
PASS: Create a presentation with at least five slides selecting and using text and graphics.	JO	
PASS: Check your presentation for errors and correct them.	JO	
PASS: Explain the target audience and purpose of the presentation.	JO	
PASS: Show an understanding of how to Send (to more than one person), receive, reply and forward an email with appropriate message body and subject line for business use.	JO	
PASS: Show an understanding of how to send a message that includes an attached file.	JO	
PASS: Show an understanding of how to Open an email attachment that has been sent to you and save it in an appropriate location.	JO	
PASS: Comment on the risks of receiving and opening email attachments.	JO	
MERIT: Create a presentation with at least five slides selecting and using appropriate text and graphics.	JO	
MERIT: Your presentation must use a consistent style on all of the slides.	JO	
MERIT: You must show that you have used slide transitions in your presentation.	JO	
MERIT: You must show evidence that you have printed out your presentation in "Handout" view.	JO	
MERIT: Describe some of the specific risks in receiving and opening email attachments.	JO	
MERIT: Show examples of two of the four extended email features.	JO	
DISTINCTION: You must show that you have used appropriate and effective slide transitions.	JO	
DISTINCTION: You must add "Speaker Notes" to each slide where appropriate	JO	
DISTINCTION: You must show evidence that you have printed out your presentation in "Handout" view showing "Speaker Notes" where appropriate.	JO	
DISTINCTION: You must show that you have used appropriate animations in your presentation.	JO	
DISTINCTION: Your presentation is of near professional quality.	JO	
DISTINCTION: Describe some of the specific risks in receiving and opening email attachments and how you could reduce these risks.	JO	
DISTINCTION: Show examples of four of the extended email features.	JO	

OVERALL GRADE FOR AO3 - **DISTINCTION**

1. **Powerpoint Presentation** (P) (M) (P)

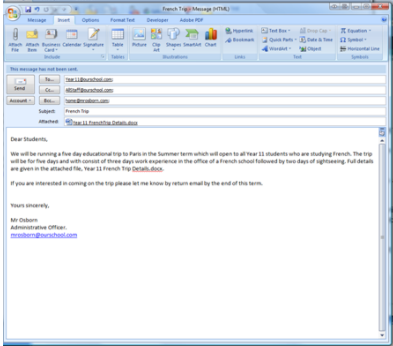
Slide 1



Comment [p1]: Well done on this task you are heading for a distinction! JO

Slide 2

Sending Email



The screenshot shows an email client window. The subject line is 'Year 12 French Trip Details.docx'. The sender is 'Mr Osborn' and the recipient is 'John Osborn'. The email body contains text about a French trip and a link to a document.

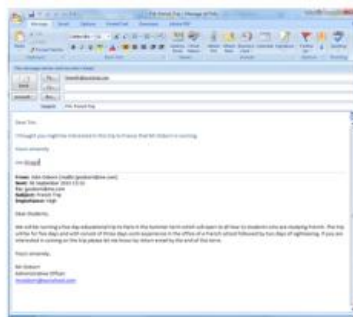
- Email has an appropriate subject line.
- The main body text is written in a business style.
- Email uses CC to distribute it to all Staff as well as students.
- Email uses BCC to send to my private email address so other recipients can't see it.
- The Email has had its priority set to high.
- The attached file has a sensible name and is referred to in the email text.

Slide 3

Forward and Reply to emails



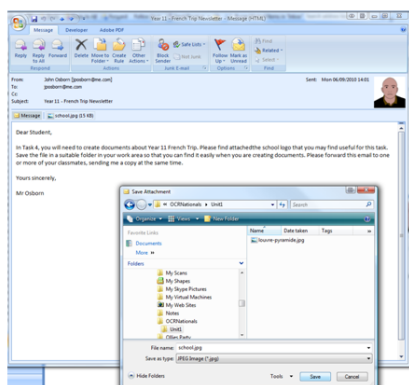
- An email reply is a copy of the email, with your response sent back to the sender.
- The subject line of the reply is appended with a RE:.



- An forwarded email is a copy of the original message, with your comments, sent on to someone else.
- The subject line of the forwarded email is appended with a FW:.

Slide 4

Receiving Email Attachments Safely

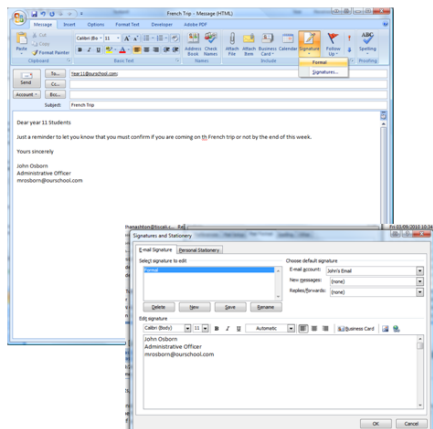


- Do you know the sender?
- Have you received attachments from them before?
- Where you expecting the attachment?
- Does the email make sense?
- Does your anti virus software detect anything? (Make sure anti virus software is up to date).
- The received attachment can then be saved in a sensible location.

REMEMBER : Opening attachments can result in virus infection, data loss or possible hacking attacks!

Slide 5

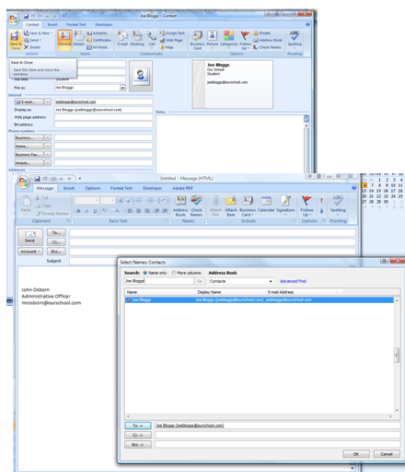
Using email signatures



- Email signatures allow you to easily create a consistent signature for your emails.
- Email signatures stop you having to keep typing in your name and details for every email.
- You can set up more than one signature for use in different types of email.

Slide 6

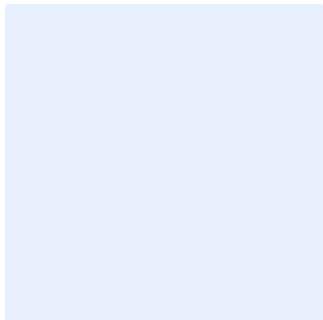
Creating and using address books



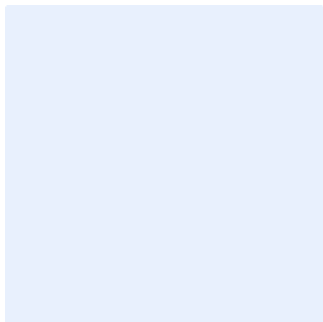
- Address books allow you to store all contact details about a person or business.
- They can be easily recalled when writing an email by clicking to **To:**, **Cc:** or **Bcc** buttons.
- Address books can store email distribution lists.
- Contact details stored in an address book can be shared with others.

OCR National Level 2 (ICT)

Slide 7



Slide 8



File Name of Presentation

Using email in business.pptx

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

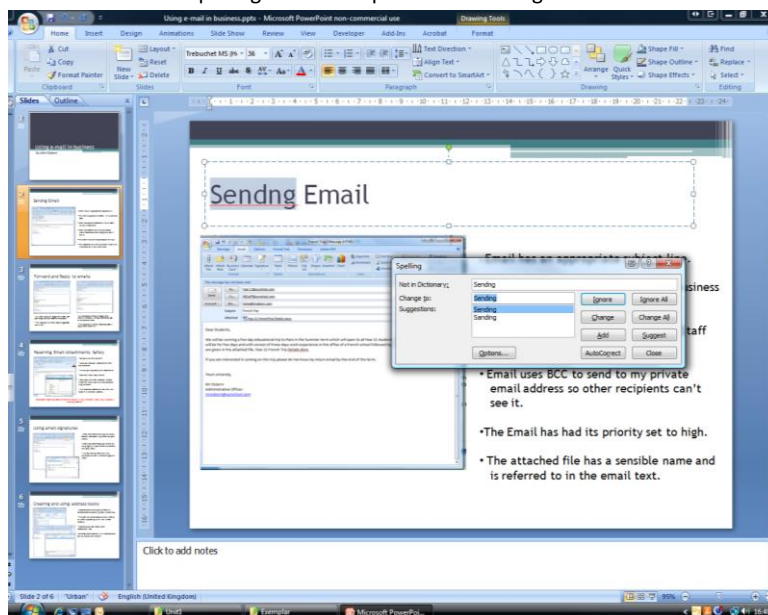
2. Purpose of Presentation (P)

The purpose of this presentation is to inform Year 11 students how to use business email in an appropriate way. This will help prepare them for the three days working in a French school office during the proposed trip to Paris. All the students will be 16 years old on the date of the trip.

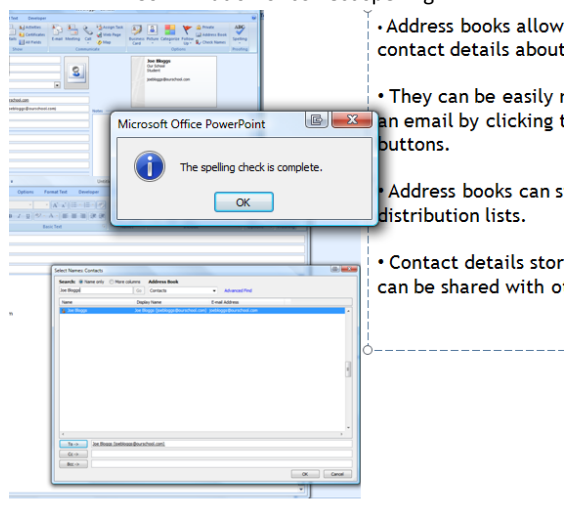
OCR National Level 2 (ICT)

3. Spell Checking (P)

Spelling error and Spell checker being used



Confirmation of correct spelling



To carry out a spell check I pressed F7 and dealt with each spelling error in turn, selecting the most appropriate alternative from the list suggested. Once complete the spell checker confirmed there were no more errors..

Press *Ctrl + Home* to return to Assessment Check List

OCR National Level 2 (ICT)

4. Slide Transitions (M) (D)

I have added the fade transition to all the slides in my presentation. This is to make the presentation run more smoothly and look professional. I used the same transition on all slides to ensure it was consistent.

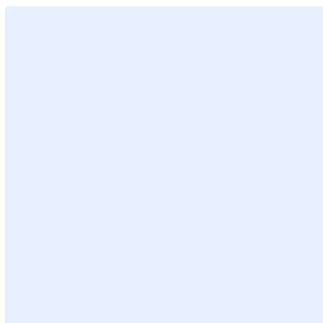
5. Animations (D)

I have used the Checker board animation for all the pictures in my presentation. I did this to add some interest to the slides while presenting and give the presentation consistent look and feel.

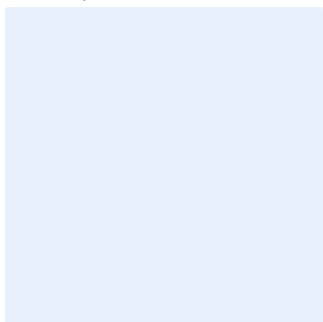
OCR National Level 2 (ICT)

6. Print Handout and Notes Format (M) (D)

Print preview of handout view



Print preview of Notes view



File names of print to PDF files (if used)

Using e-mail in business (Handout).pdf

Using e-mail in business (Notes).pdf

Press *Ctrl + Home* to return to Assessment Check List