119645 Formative Assessments

**Formative Assessment 1**

Explain the structure of the following e-mail address: narina@photography.co.za

narina:

@:

Photography:

.co.za:

List three aspects of Network etiquette

List three benefits of e-mail

List three limitations of the Internet

What do you need to send e-mails?

**Formative Assessment 2**

Open Outlook

Close Outlook

**Formative Assessment 3**

Open Outlook

Send an e-mail to the facilitator, telling him how you think you will benefit from the course.

Cc the mail to your fellow students

Remember to add a subject heading

Attach any file to the mail

Send the mail

**Formative Assessment 4**

Open the mails that you received from your fellow students

Open the attachments without saving them to disk

Forward one of the e-mails to your facilitator

Reply to one of the e-mails you received

Delete one of the mails

**Formative Assessment 5**

Open any three e-mails received from your fellow students

Copy text from one e-mail to another

Copy the text from any MS Word document to the third e-mail