Unit 108 Lesson 1

Application: Email   **LO: Compose & format emails**

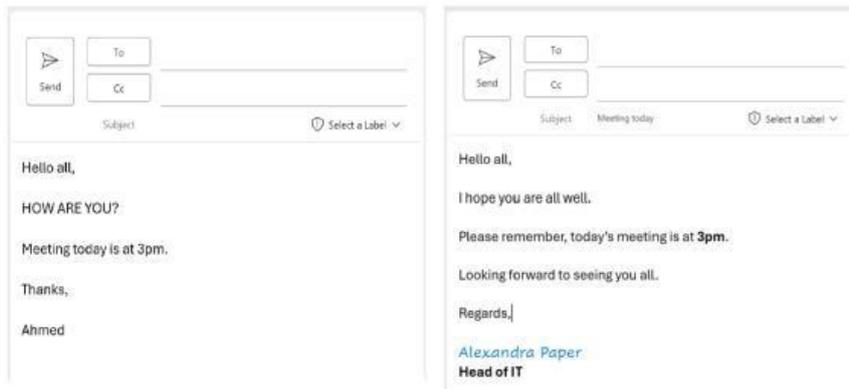## Key Learning Points

1. Compose emails
2. Format text & paragraphs
3. Create an electronic signature
4. Apply stationery templates

Glossary

1. format   to change the size, colour, font, and arrangement of text
2. font   letters and symbols that are printed with a design and size

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Lead in

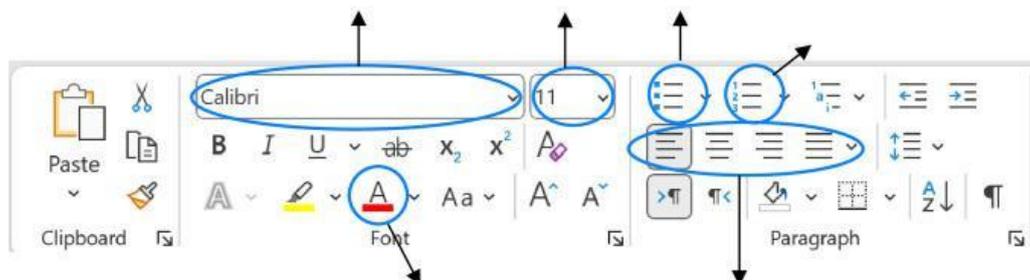1. Look at the emails below. Which one is better? - Why?

Instructor demo – Format text

2. Watch your instructor demonstrate how to format text. Make notes below.
   1. Circle the tab formatting tools are found under:

File	Message	Insert	Draw	Options	Format Text	Review

2. Match these words to the correct part of the picture.

   alignment   **font**   **font size**   **bullet points**   **numbering**   **font colour**

LIVEWORKSHEETS

Activity A – Format text

3. Write an email to your instructor. Follow the instructions:
   - Start a new email.
   - Write your teacher's email address in the 'To' box.
     - Add the subject **Unit 108 Lesson 1**
     - Write a greeting. For example, Hello Ms / Mr …
     - Insert the message below:

     > ***The quick brown fox jumped over the lazy dog.***

   - Format the body of the email.
     - Use font size 14 point.
     - Colour: dark brown
     - Align: Centre
   - Keep this email open.

Instructor demo – Create an electronic signature

4. Watch your instructor demonstrate how to create an electronic signature. Write the steps below.

   Step 1:

   Step 2:
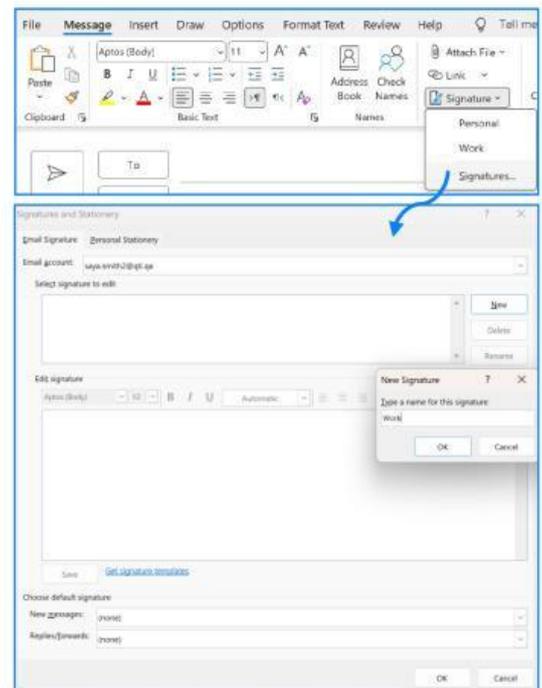
   Step 3:

   Step 4:

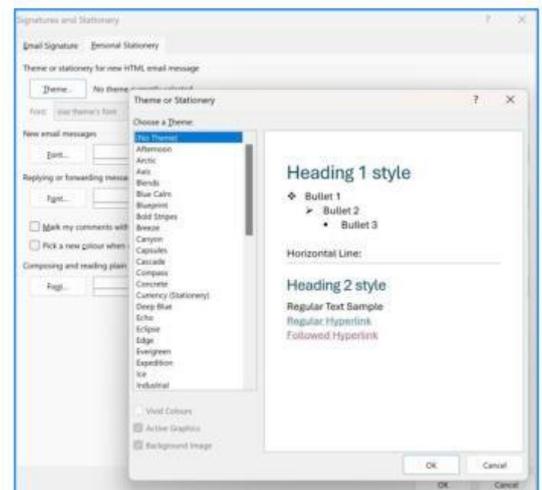   Step 5:

   Step 6:

   Step 7:

   Step 8:

   Step 9:

   Step 10:

Instructor demo – Apply stationery templates

5. Watch your instructor demonstrate how to apply a stationery template. Answer the question.

   1. Where is the Stationery Template window found?

LIVEWORKSHEETS

Activity B– Create an electronic signature and apply a stationery template

6. Return to your email. Follow the instructions below:
    - Create an email signature that contains:
        - ○ Your name
        - ○ Your job
        - ○ Where you work.
    - Apply a stationery theme to your email.
    - Start a new e-mail.
    - Copy the message from your **Unit 108 Lesson 1** e-mail.
    - Insert the subject and message into the new email window.

7. Send your email to your instructor.

I can:	Need practice	Almost there	Got it!
1. compose emails	☐	☐	☐
2. format text & paragraphs	☐	☐	☐
3. create an electronic signature	☐	☐	☐
4. apply stationery templates	☐	☐	☐

LIVEWORKSHEETS