



Functional Skills

Levels 1 and 2

Worksheet

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Organising emails

Watch the videos for this topic then complete the following tasks:

1. Add three friends to the contacts list in your email application. Create a new Distribution List (Category) and add your three friends to it.
2. Email your three friends using the distribution list in the **TO** field. Ask them to send you small picture of a laptop. Now email your three friends again using the distribution list but this time, put it in the **BCC** field. Ask them to send you small picture of an iPhone.
3. Write an email, stating what the difference is between the emails received by your friends for task 3 and task 4 above. Email this to yourself.
4. Sort the emails in your inbox into ascending alphabetical order by who they are from. In other words, email from people who's email address begins with **a** are first.
5. Sort the emails in your inbox into descending alphabetical order by who they are from. In other words, email from people who's email address begins with **z** are first.
6. Sort the emails in your inbox into ascending order by the size of the email. In other words, the smallest email first.
7. Sort the emails in your inbox into descending order by the size of the email. In other words, the biggest email first.
8. Search the inbox for the word **picture**. If you don't get any results, have a good look at your emails for a word that is definitely in the subject line of one of the emails. Search for that word.
9. Set up three folders for your three friends. Copy the emails received from your friends to the correct folder for each person.
10. Set-up a folder for yourself. Put any emails you have sent yourself into this folder.
11. Delete any other emails you have in your inbox and then delete the **Deleted** folder. You should now have zero emails either in your inbox or in the **Deleted** folder.
12. Write a half-completed email to friend, asking what they have been up to. Save it in the **Drafts** folder. Now open up the **Drafts** folder. Complete the email and send it.

Extension task:

13. Set up a distribution list for a group you are a member of and use it. For example, it could be for a band you are in, a club, your family, your best friends, your class etc.