

## **ECDL Module 7 – Handout 06**

1. Start Microsoft Outlook.
2. Create a new e-mail message with the Subject **Prague Trip**.
3. In the body of the e-mail type the following message:

*Dear All,*

*We would like to inform you about the latest trip we're going to organise. This time we're going to Prague and we're going to spend 10 days. For more information about Prague please visit this link:*

4. Now open Internet Explorer, and by using a search engine look for a website that has information about **Prague**. Copy the URL of the website to the e-mail.
5. Find a picture related to **Prague** and save it in your folder as **Prague Photo**.
6. Attach the photo to your e-mail.
7. Open the file **Contact Details.docx** and copy the text to the end of the e-mail.
8. In the **To** field enter the address [teacher@sacredheart.org](mailto:teacher@sacredheart.org) and in the **CC** enter your e-mail address.
9. Spell-check the e-mail.
10. Send the e-mail with high-priority.
11. Open the e-mail with the subject **Application Form**.
12. Save the attachment to your folder.
13. Open the file **Application Form.docx**.
14. Fill in the required details, save and close it.
15. Create a new e-mail message, with the subject **Details**.
16. Attach **Application Form.docx**.
17. In the body of the e-mail insert the message:

*Hello,*

*Please find my details attached.*

18. Send the message to [teacher@sacredheart.org](mailto:teacher@sacredheart.org) and close Outlook.