

OXFORD

FOURTH EDITION

KEYBOARD

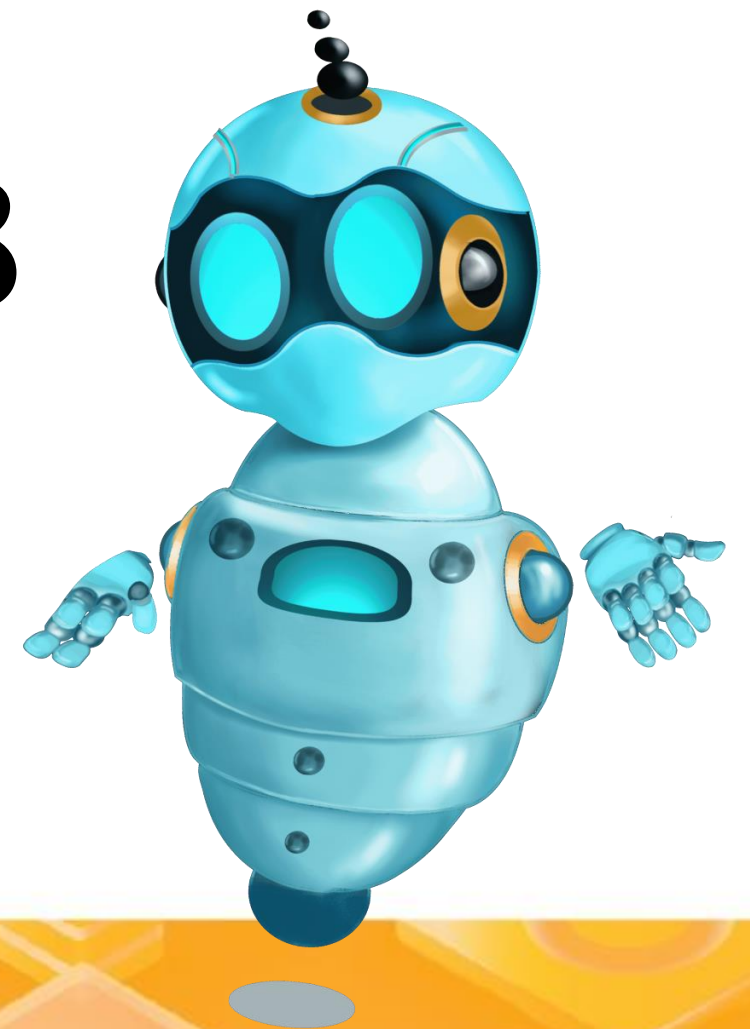
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Unit 2, Chapter 2

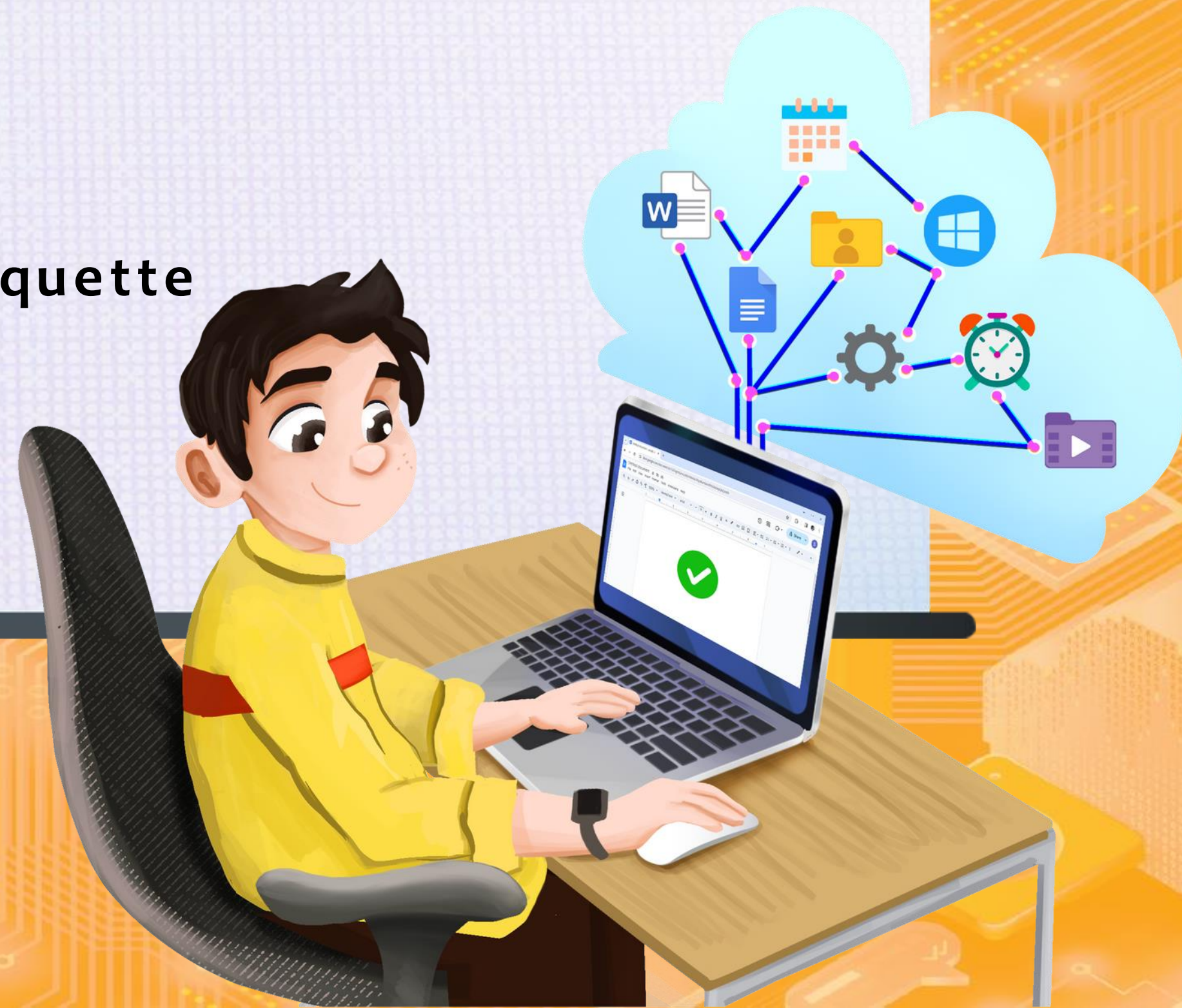
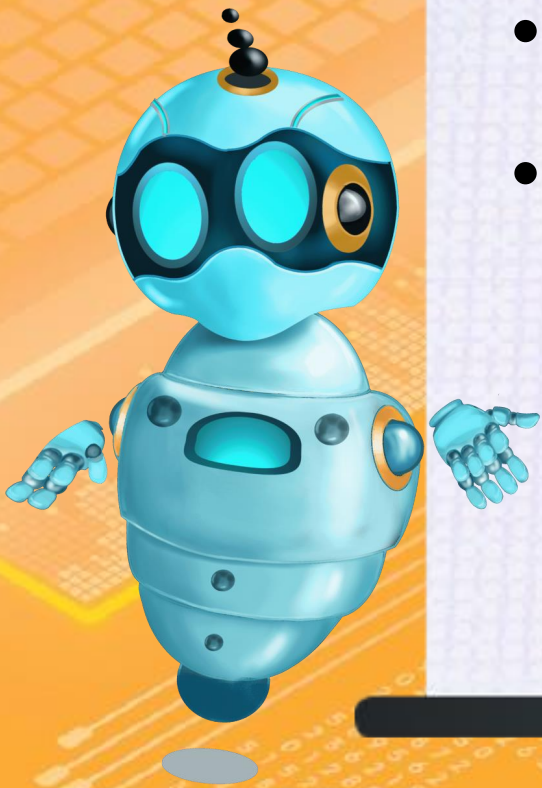
Email Communication

Reference pages: 10-18



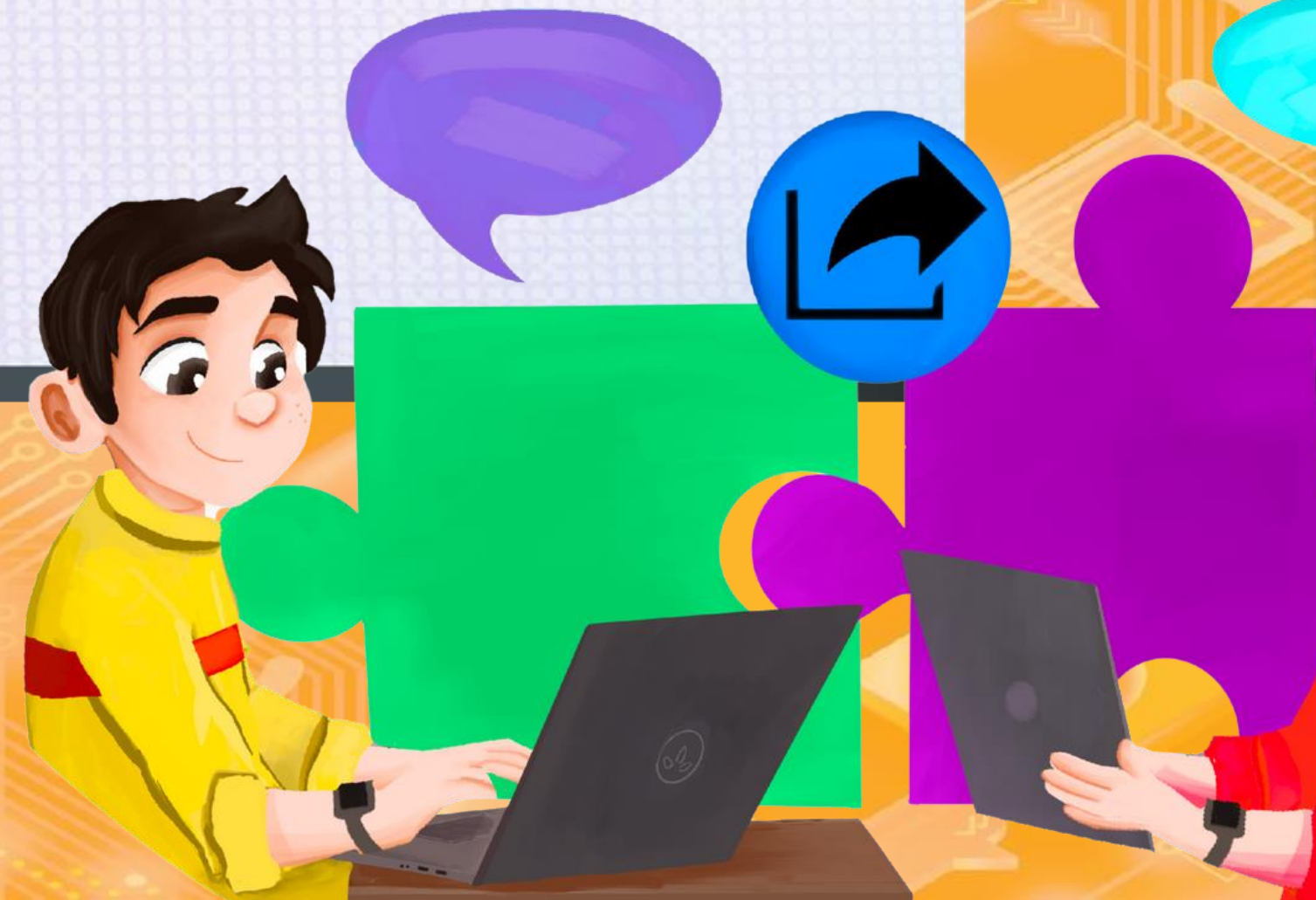
Learning Targets

- Define email and its importance
- Navigate Gmail
- Compose and send emails
- Use attachments
- Practice email safety and etiquette



What is Email?

- Email stands for electronic mail.
- It's a way to send messages using the internet, like digital letters.
- Emails travel through networks, just like robots follow commands.
- Emails are used in schools, offices, and even by smart devices to share updates.
- Never open emails from strangers.



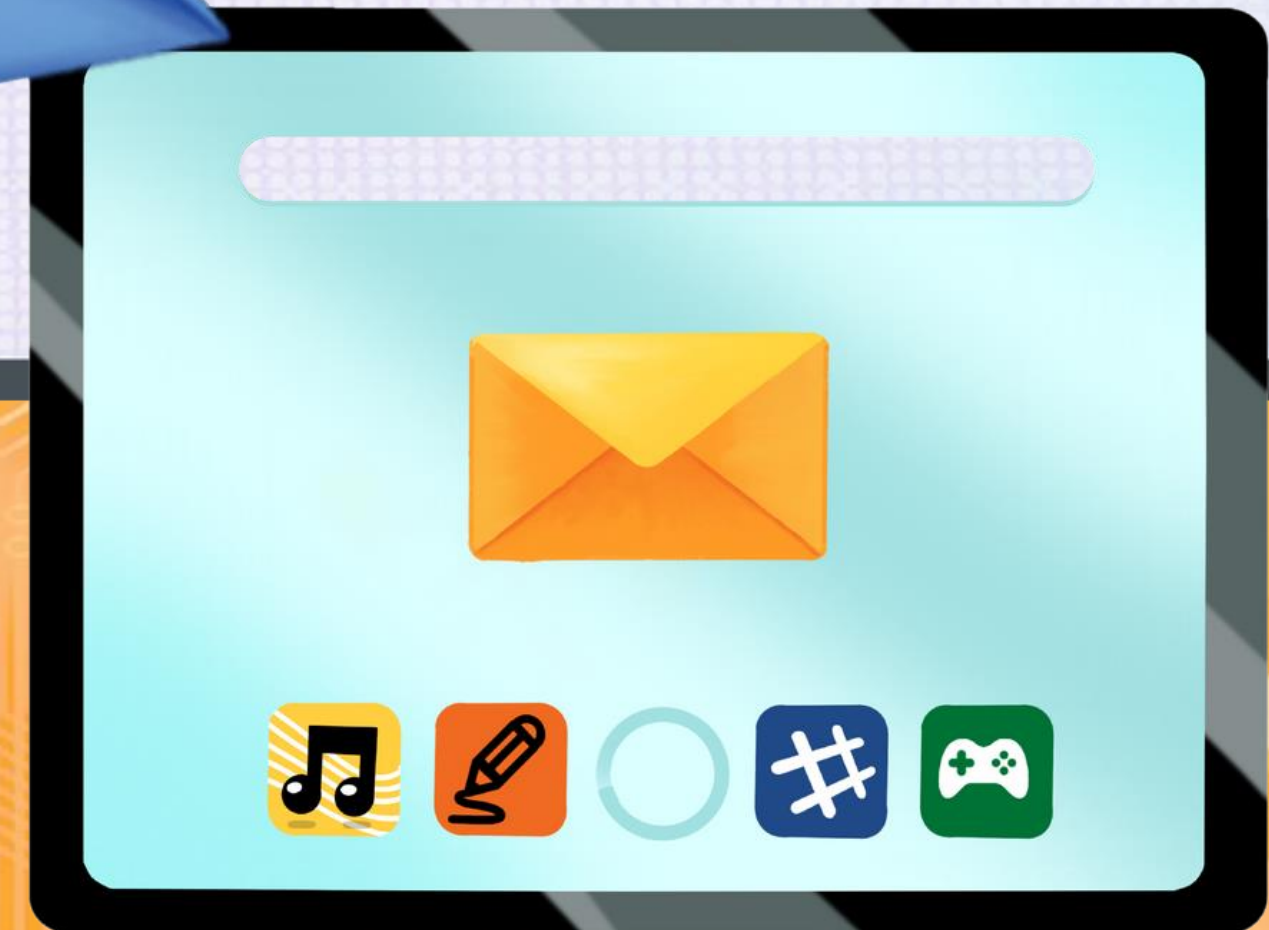
Why is Email Important?

- **Global Reach:** Connect with anyone worldwide
- **File Sharing:** Attach documents and images to your images and share
- **Eco-Friendly:** Reduces paper use



Exploring Gmail

- Gmail is a free email service by Google
- You can send, receive, and organise emails
- Access Gmail from the Google app launcher



Gmail Interface

- **Search Mail:** Find specific emails
- **Left Menu Pane:** Compose, Sent, Spam, etc
- **Inbox:** View received messages
- **Chat:** Instant messaging
- **Labels:** Organise emails
- **Conversation View:** Grouped messages



Gmail Interface

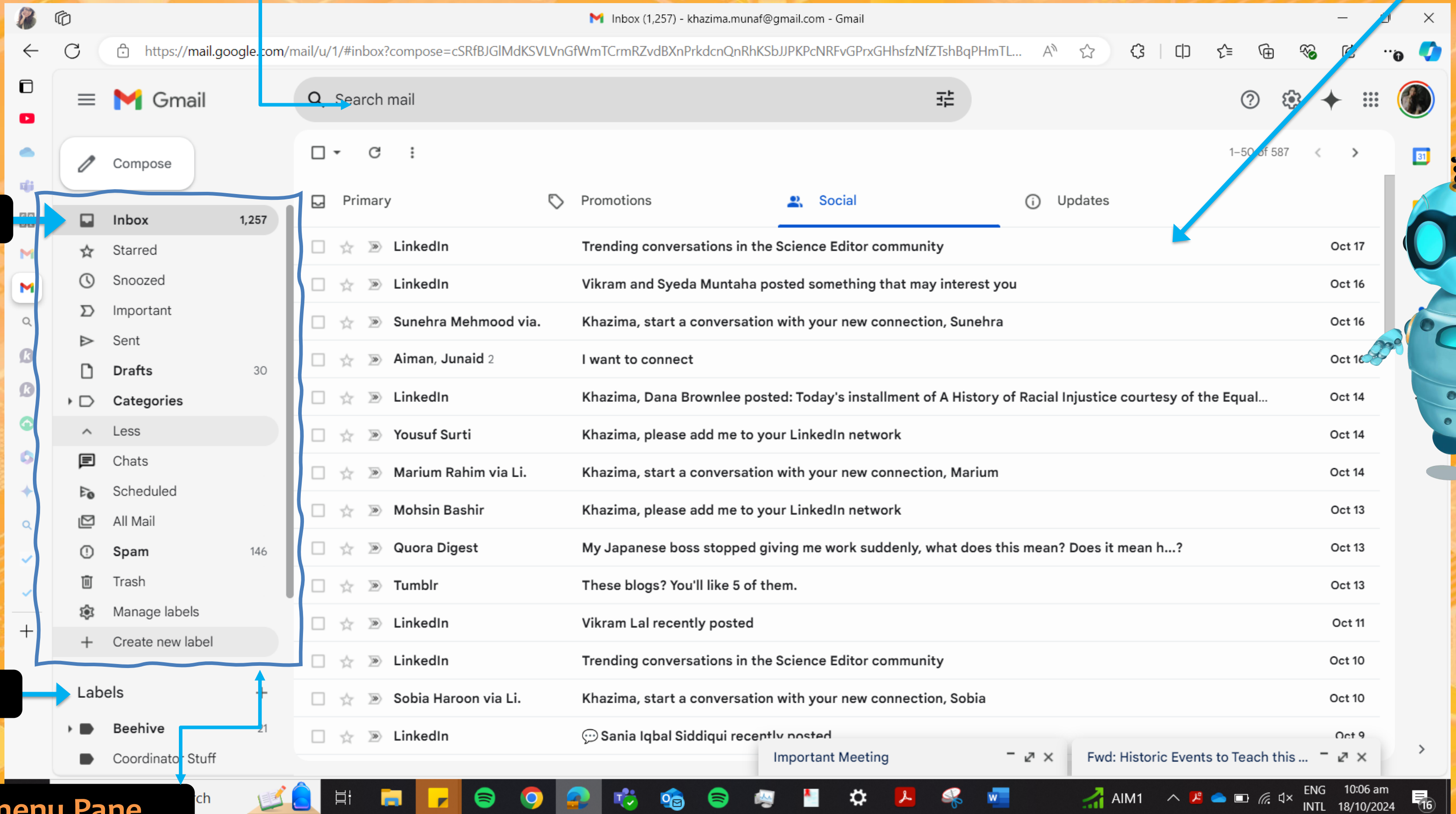
Search Mail

Inbox

Inbox

Labels

Left menu Pane



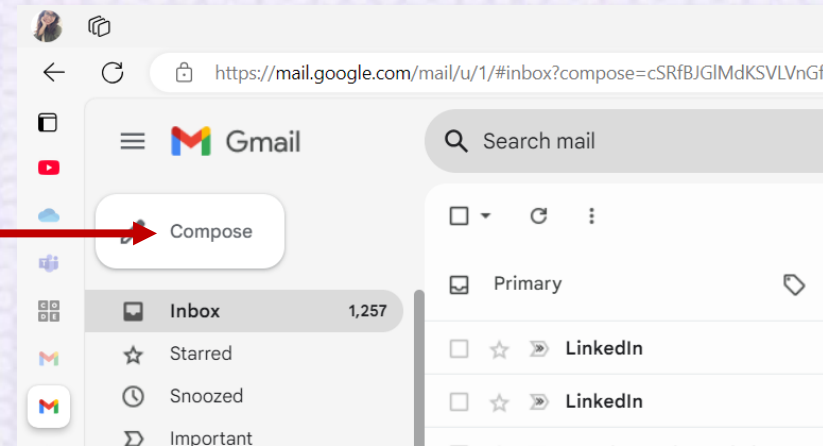
Composing an Email

- Click 'Compose' to start a new message
- Fill in To, CC, BCC, Subject, and Body
- Click 'Send' to deliver your email

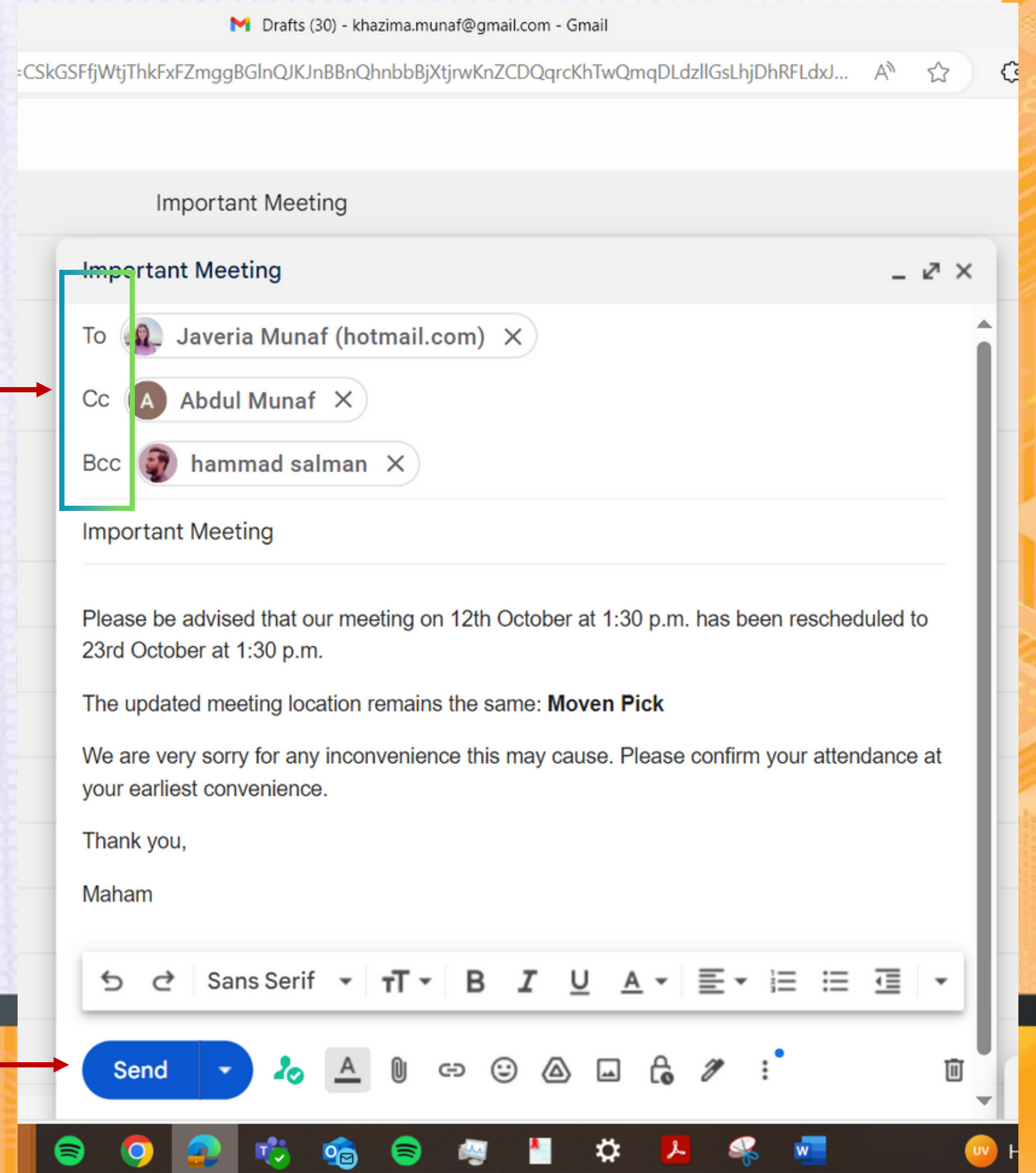


Composing an Email

Click Compose



To, CC, BCC



Send

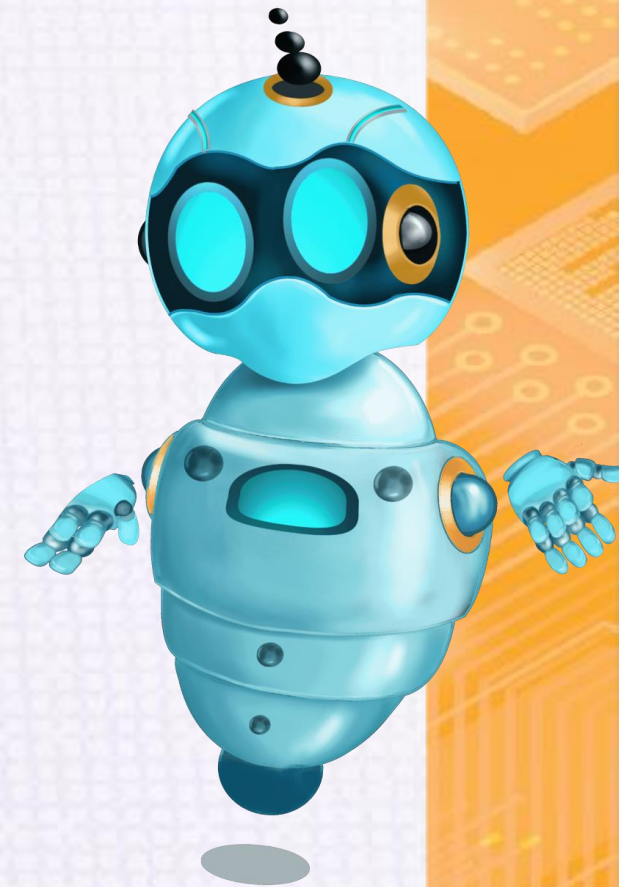


Formatting an Email

- Font Style and Size
- Bold, Italic, Underline
- Text and Background Color
- Alignment and Lists
- Make your email clear and professional.



Formatting an Email



Bold, Italic, Underline

Font style

Font Size

Alignment and Lists

The screenshot shows an email client interface with a draft email titled "Important Meeting". The email body contains the following text:

Important Meeting

Please be advised that our meeting on 12th October at 1:30 p.m. has been rescheduled to 23rd October at 1:30 p.m.

The updated meeting location remains the same: Moven Pick

We are very sorry for any inconvenience this may cause. Please confirm your attendance at your earliest convenience.

Thank you,
Maham |

Below the text is an attachment named "Focus wheel Sept 2022.JPG (53K)".

The formatting toolbar at the bottom of the email editor is highlighted with a red box. The toolbar includes the following options:

- Font face: Sans Serif
- Font size: 11
- Bold (B)
- Italic (I)
- Underline (U)
- Text color (A)
- Background color
- Text alignment (Left, Center, Right, Justify)
- Bulleted list
- Numbered list
- Indentation

Red arrows point from the callout boxes to the corresponding formatting options in the toolbar:

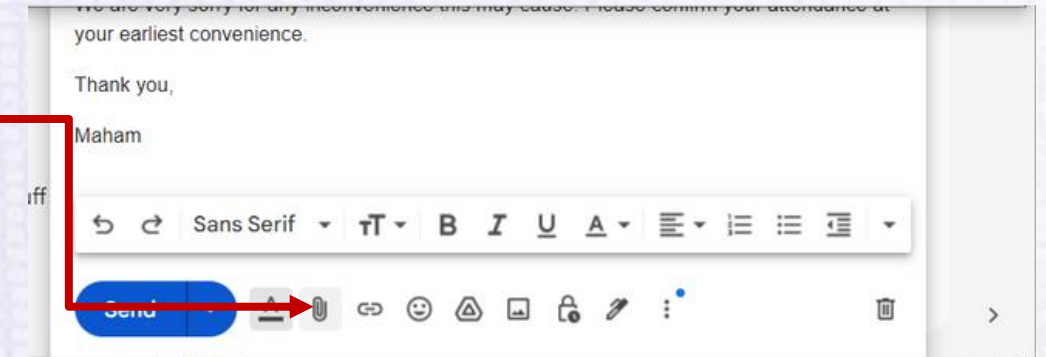
- "Bold, Italic, Underline" points to the B, I, and U buttons.
- "Font style" points to the font face dropdown (Sans Serif).
- "Font Size" points to the font size dropdown (11).
- "Alignment and Lists" points to the text alignment and list creation buttons.

The Windows taskbar at the bottom shows the time as 4:20 pm on 11/10/2024, with the system language set to ENG INTL.

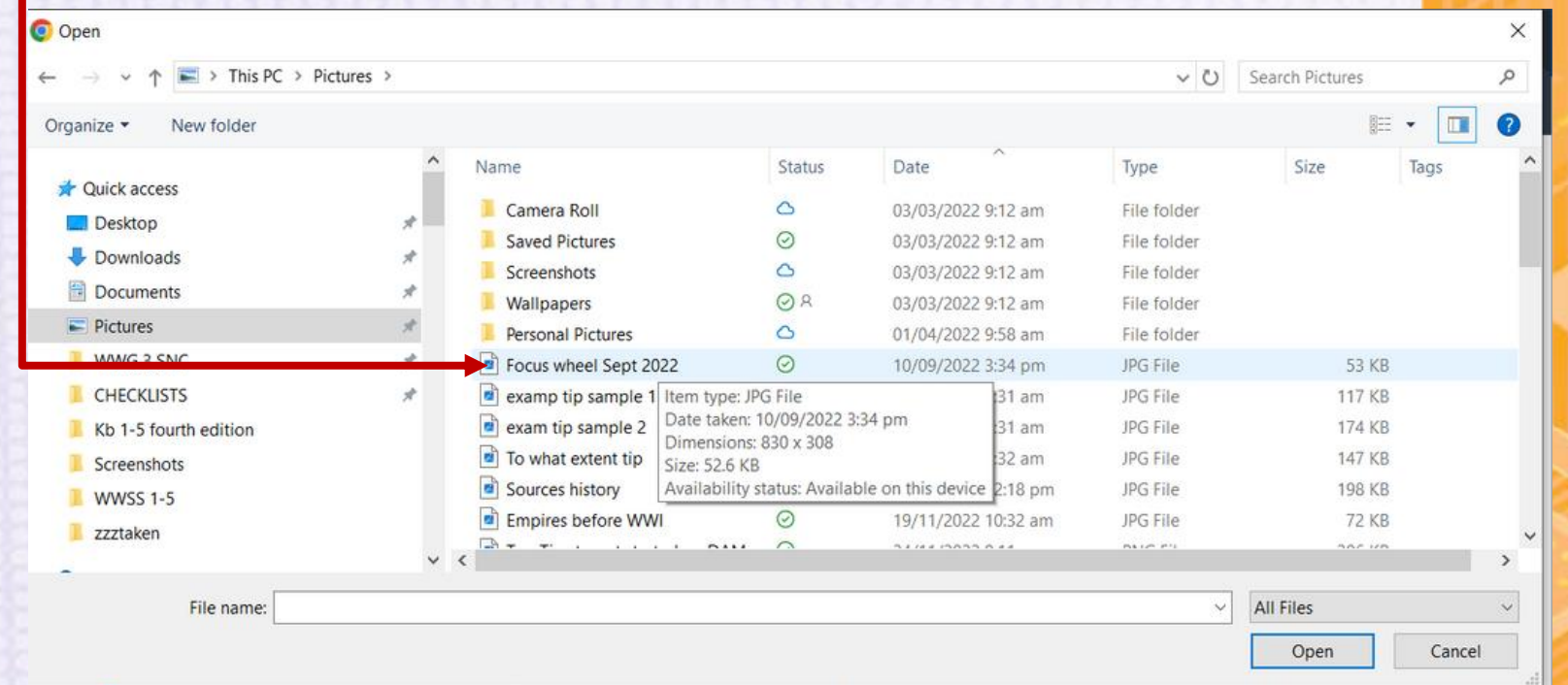
Adding Attachments

- Click the paperclip icon

Paperclip icon

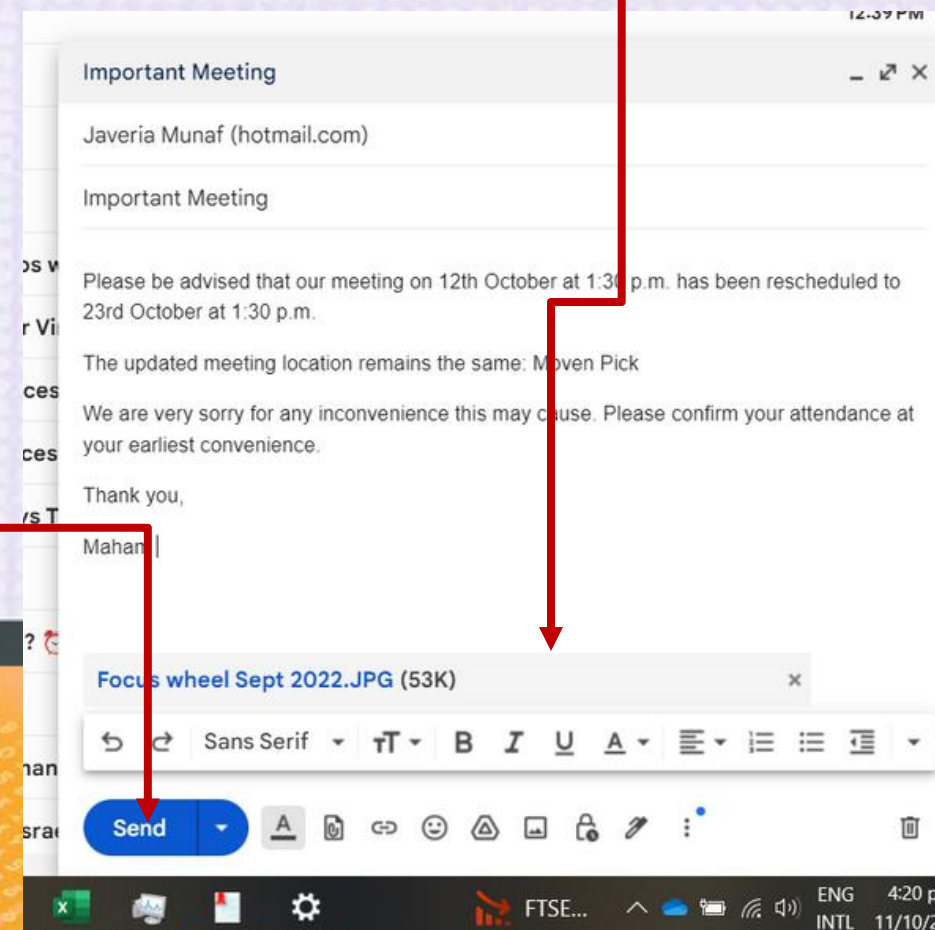


- Select the file to upload



- Wait for upload to complete

- Click 'Send'

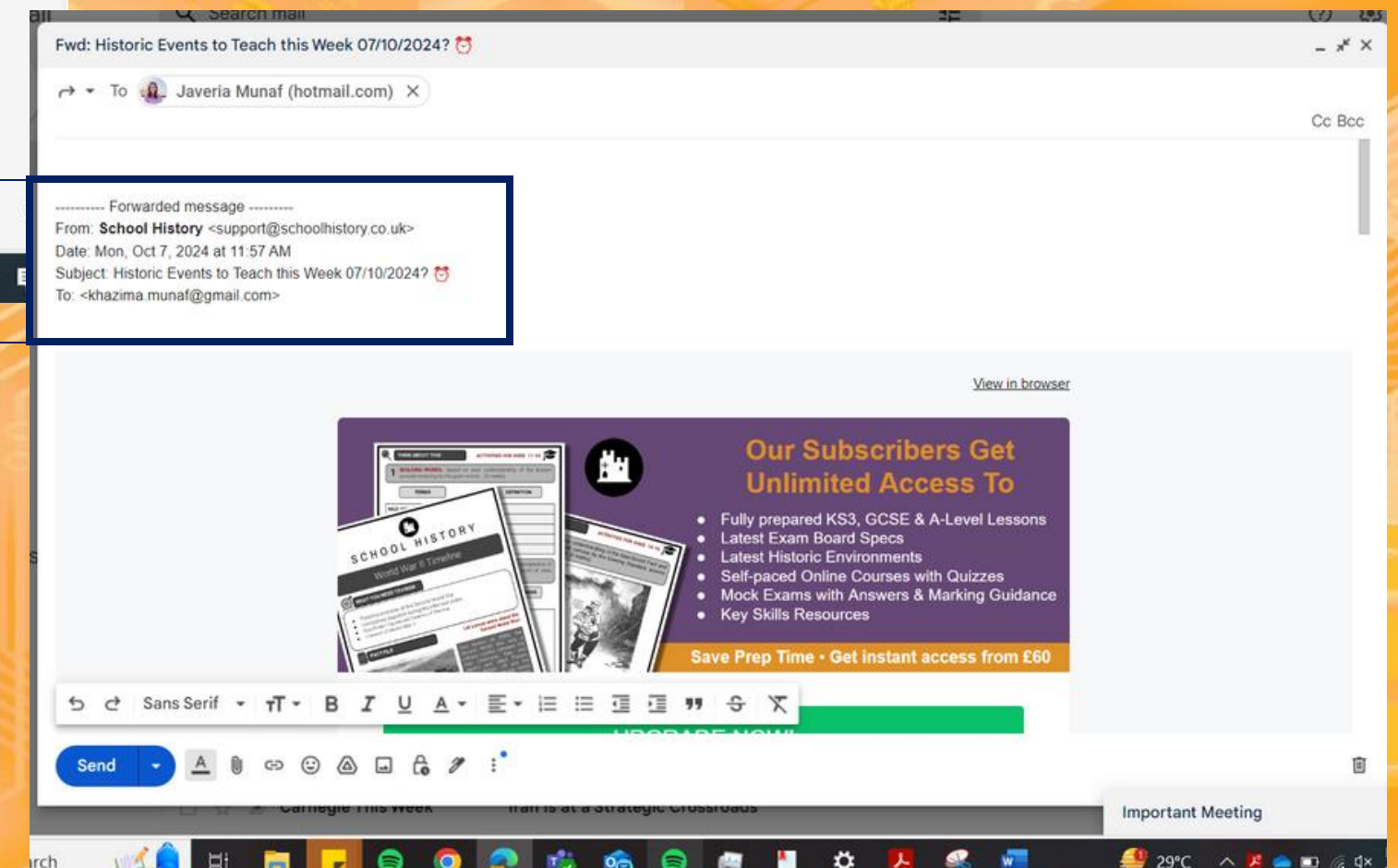
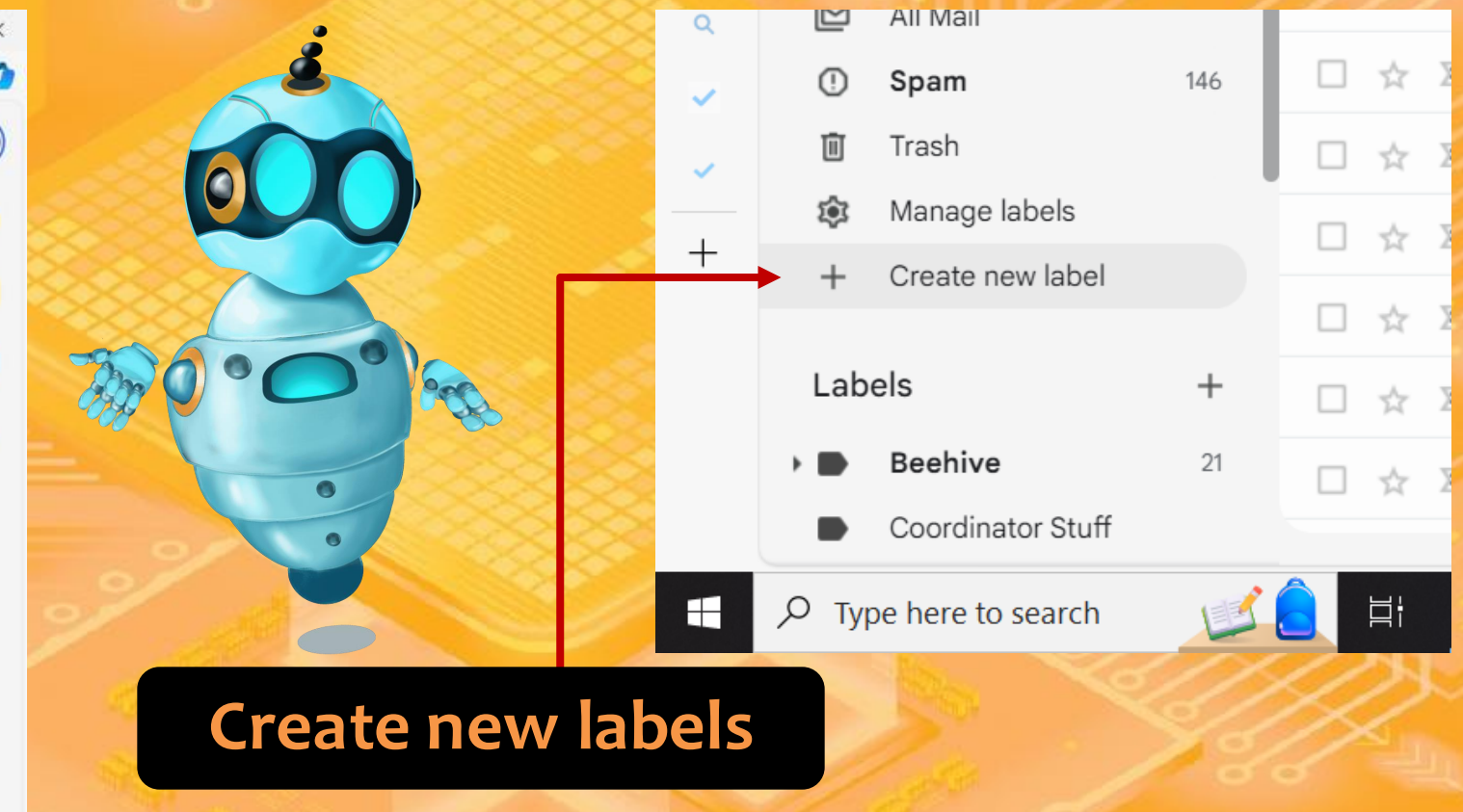
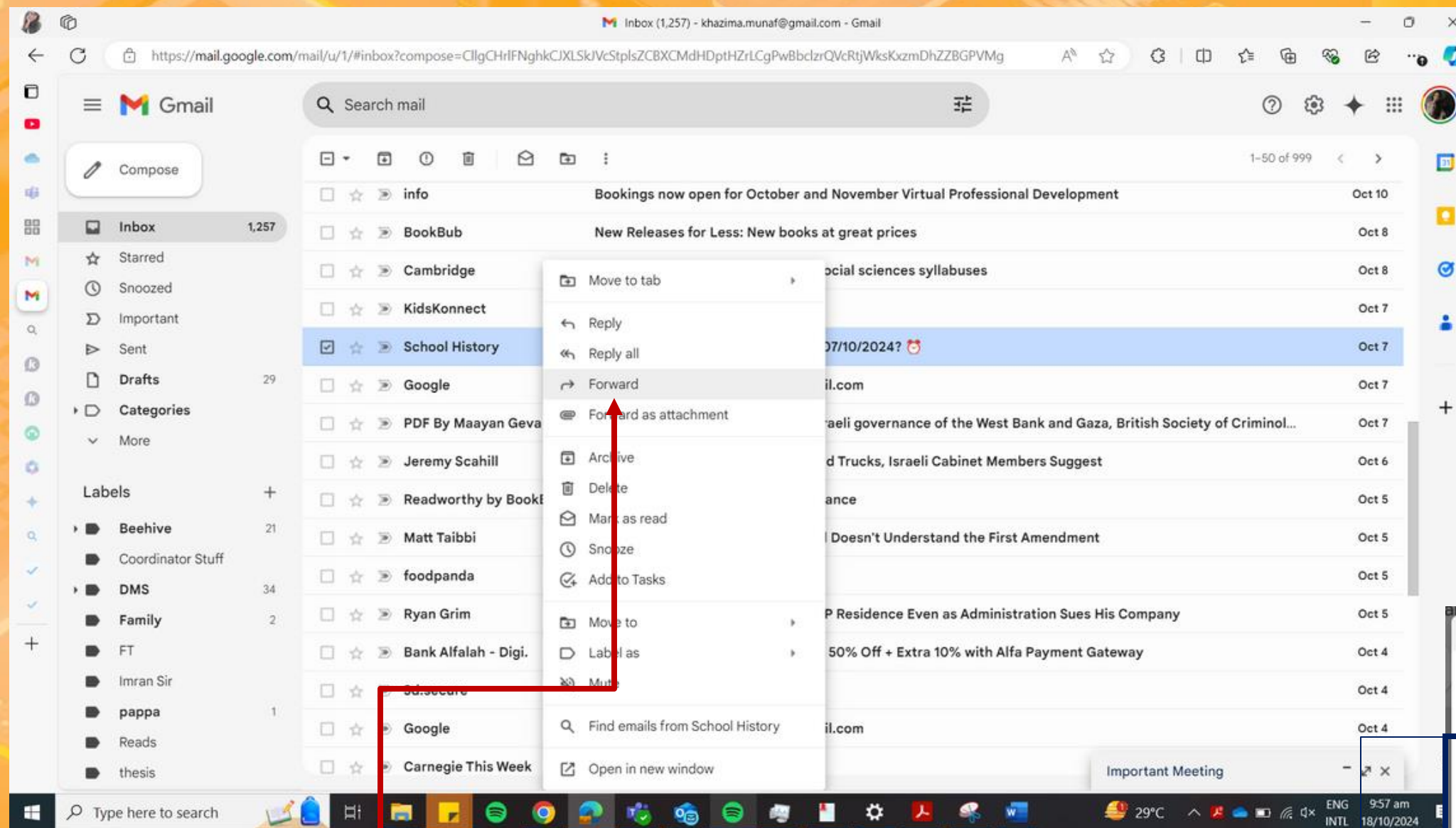


Forwarding and Organising Emails

- **Forward:** Share received emails with others
- **Labels:** Group and categorise messages
- **Use 'Create New Label'** to organise your inbox

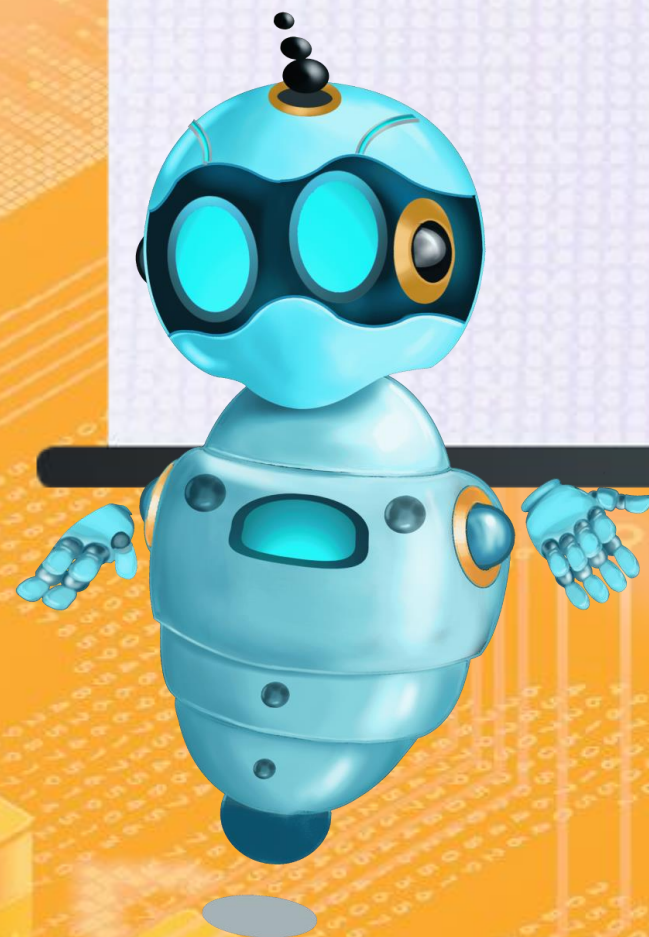
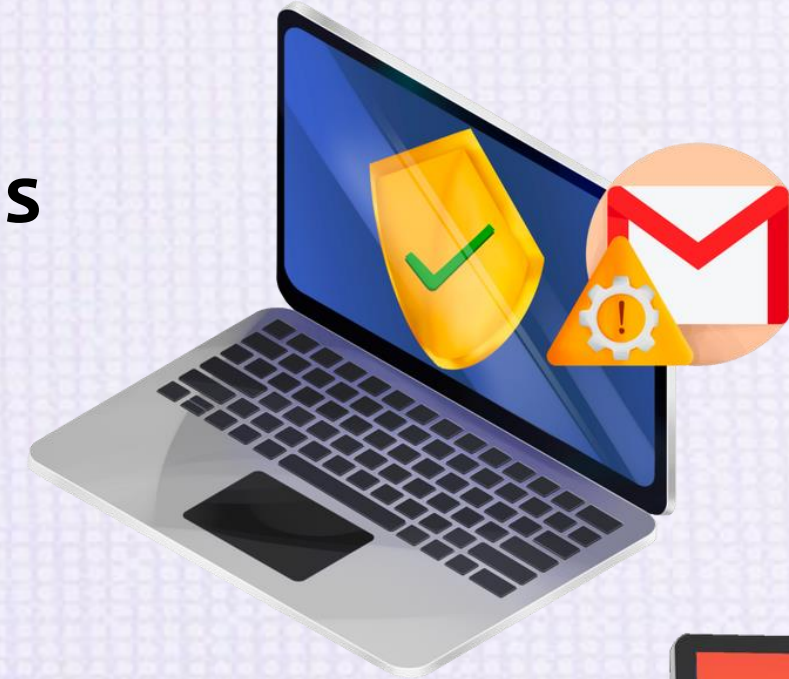


Forwarding and Organising Emails



Email Safety and Etiquette

- Use antivirus software
- Download from trusted sources
- Backup important data
- Avoid suspicious emails
- Keep passwords private



Over to you

Activity

Write and format a sample email to your teacher. Include the following:

- **Subject line**
- **Greeting and message body**
- **Attachment**
- **Use proper etiquette and formatting**

