
Schools ITQ Level 3 - Unit 13 - Using E-mail (Platinum Unit 13)

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Level 3, Unit 13 - Using Email (3 credits)

1. 1. Use e-mail software tools and techniques to compose and send messages

[1.1 I can select and use software tools to compose and format e-mail messages, including attachments](#) [7]

[1.2 I can explain methods to improve message transmission](#) [9]

[1.3 I can send e-mail messages to individuals and groups](#) [11]

[1.4 I can explain why and how to stay safe and respect others when using e-mail](#) [13]

[1.5 I can use an address book to manage contact information](#) [15]

2. 2. Manage use of e-mail software effectively

[2.1 I can develop and communicate guidelines and procedures for using e-mail effectively](#) [8]

[2.2 I can read and respond appropriately to e-mail messages and attachments](#) [10]

[2.3 I can use email software tools and techniques to automate responses](#) [12]

[2.4 I can explain why, how and when to archive messages](#) [14]

[2.5 I can organise, store and archive e-mail messages effectively](#) [16]

[2.6 I can customise e-mail software to make it easier to use](#) [17]

[2.7 I can explain how to minimise e-mail problems](#) [18]

[2.8 I can respond appropriately to email problems](#) [19]

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[Level 1, Unit 9 - Drawing and planning \(2 credits\) \[58\]](#)

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- [166] <https://theingots.org/community/sil1u43>
- [167] <https://theingots.org/community/sil2u39>
- [168] <https://theingots.org/community/sil3u65>
- [169] <https://theingots.org/community/siel3u3>
- [170] <https://theingots.org/community/sil1u50>
- [171] <https://theingots.org/community/sil2u43>
- [172] <https://theingots.org/community/sil3u66>
- [173] https://theingots.org/community/siel3u_noproggression_1169
- [174] <https://theingots.org/community/sil1u51>

- [175] <https://theingots.org/community/sil2u50>
- [176] <https://theingots.org/community/sil3u67>
- [177] <https://theingots.org/community/siel3u5>
- [178] <https://theingots.org/community/sil1u102>
- [179] <https://theingots.org/community/sil2u51>
- [180] <https://theingots.org/community/siel3u6>
- [181] <https://theingots.org/community/sil1u103>
- [182] <https://theingots.org/community/sil2u70>
- [183] <https://theingots.org/community/siel3u7>
- [184] <https://theingots.org/community/sil1u105>
- [185] <https://theingots.org/community/sil2u71>
- [186] <https://theingots.org/community/siel3u4>
- [187] <https://theingots.org/community/sil2u72>
- [188] <https://theingots.org/community/siel3u10>
- [189] <https://theingots.org/community/sil2u73>
- [190] <https://theingots.org/community/siel3u14>
- [191] <https://theingots.org/community/sil2u80>
- [192] <https://theingots.org/community/siel3u15>
- [193] <https://theingots.org/community/sil2u81>
- [194] <https://theingots.org/community/siel3u16>
- [195] <https://theingots.org/community/sil2u82>
- [196] <https://theingots.org/community/siel3u20>
- [197] <https://theingots.org/community/sil2u83>
- [198] <https://theingots.org/community/siel3u23>
- [199] <https://theingots.org/community/sil2u84>
- [200] <https://theingots.org/community/siel3u25>
- [201] <https://theingots.org/community/sil2u85>
- [202] <https://theingots.org/community/siel3u26>
- [203] <https://theingots.org/community/siel3u28>
- [204] <https://theingots.org/community/siel3u32>