

Basic E-mail

Directions: *Perform the exercises listed below using your notes on basic desktop publishing and using the flyer previously created and saved as Activity D402-04.*

Activity 1—Email the flyer as an attachment:

1. Access your E-mail account via the Internet.
2. Compose a new message to your teacher. (Write a short message describing the nature of the E-mail and attachment.)
3. Place “Oak Hollow Mall Customer Day” in the subject line.
4. Attach the one-page flyer to the E-mail message.
5. Send the message and the attachment to your teacher.

Word Processing

Use word processing software with alternative input devices.