

Digital Functional Skills | Level 1 | Dog Food Research and Email Task | Task

1. Open the File **Answer Booklet**.

Use the Internet to find the website address about The Dogs Trust advice on toxic food for dogs.

Take a screenshot of your internet search that shows your search criteria.

Paste the screenshot into **Answer Booklet**.

Complete the table with the website address for The Dogs Trust advice on toxic food for dogs.

Resave **Answer Booklet**.

2. Use an email software application to create an automated signature that includes 'Best Wishes' and your name.

Take a screenshot of your automated signature in *Signature Settings*.

Paste the screenshot into **Answer Booklet**.

Resave **Answer Booklet**.

3. Use the email software application to prepare an email to Steve telling them about the website address you found.

Steve's email address is **steve@pearson.service**

Include:

- A suitable subject
- A suitable greeting
- A message telling Steve the website address
- A suitable close

Take a screenshot of your completed email.

Paste the screenshot into **Answer Booklet**.

Resave **Answer Booklet**.