EDSQ | Entry Level | Going To The Doctors 1 | Mark Scheme

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a person sneezing.
- Address of a local pharmacy.
- Web address for local pharmacy information.

Update A Document

Updated poster showing the following changes:

1. Add the following information in the correct location:

Getting a flu jab takes just 10 minutes.

from 10am to 12pm

2. Edit the following information:

Change the younger adults to older adults

Change the number 22 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the main heading.

b. Change the colour of the main heading to blue.

c. Change the font size of the main heading to 36.

d. Make the subheadings (Who Is Eligible For A Free Flu Jab? Cost For Others How Long Does It Take? Why Have The Flu Jab? When Is The Clinic Open?) font size 16, bold and underlined

e. Change the font size for the body of the text to 14.

f. Use bullet points for the points under “Who Is Eligible For A Free Flu Jab”.

g. Insert your saved image of a person sneezing and resize it so all the information fits on one page.

h. Centre align the image.

i. Cut and paste the following: “Why Have The Flu Jab?

Having a flu jab will help protect you from catching flu and passing it on to others.”

Place it directly under the main heading.

j. Save the poster with a suitable name.

Email A Document

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Email document showing:

- new contact information.
- completed email including

a. Enter the email address.

b. Include a suitable subject.

c. Attach the updated poster.

d. Include a suitable message saying you have attached the information required.

e. Make sure you include a suitable greeting.

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