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

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a children's book and **ONE** image of a puppet.
- Opening hours of a local library.
- web address for local library information.

Update A Document

Updated flyer showing the following changes:

1. Add the following information in the correct location:

Every Tuesday, 09.30 – 10.00

storytime@library.services

2. Edit the following information:

Change the word fortnight to week

3. Format the poster

a. Centre align the heading.

b. Change the colour of the heading to blue.

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

d. Make the headings (What is it?, When is it?, Where is it?, Who is it for?) font size 16, bold and italic

e. Change the font size for the body of the text to 12.

f. Use bullet points for the points under "Each session includes".

g. Insert your saved images of a book and puppet and resize them so all the information fits on one page.

h. Centre align the images.

i. Ensure the image of the book is at the top of the flyer and the puppet is at the bottom of the flyer.

j. Save the flyer with a suitable name.

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Email A Document

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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