

## Year 8 Email

Code	Criteria	Scope	Evidence
4H1	Demonstrate the ability to use an address book, open an attachment and send a file.	Pupils show that they are able to send messages to groups of people listed in an address book. They are able to create a group in an address book and allocate addresses to it. They are able to open a file attached to a message and send a file to another person.	Teacher observation
5H1	Demonstrate understanding of how to amend information to exchange it effectively	Pupils show that they understand about zipping files, or other forms of compression, and understand about changing the quality or resolution of a file that is to be sent. The initial files would be large and pupils decide which technique would reduce the file size appropriately for the given purpose. They need to be informed about the intended use of the file so that appropriate decisions can be made about compression or reduction in resolution or quality	Teacher observation

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