

Activity

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To complete this section you should make sure that you are familiar with each of the first five examples above (i.e. all except FTP, and audio and video conferencing).

If you have never tried any of these methods of sharing information you should make sure that you use each method as part of this unit of work.

Your tutor mentor will help you with this.



Use this chart to help you record when you completed each method.

Example	Where you did it and details
Send a fax using a fax machine	
Send an email	
Attach a file to an email	
Participate in an on-line discussion	
Access the World Wide Web	
Download and view a file in Adobe Acrobat format (e.g. an OFSTED report)	