

Good try!

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MASTERED SKILLS

- You answered all questions correctly for the skill standards below
- 2

Tell the difference between a URL and an email address.
- 5

Create and send an email, including recipient address, subject, and message.
- 6

Open and reply to an email.
- 7

Understand why and how to reply, reply all, and forward an email.
- 8

Add an attachment to an email.
- 9

Open and download an email attachment.
- 12

Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.
- 13

Sign out of email, especially when using shared computers.

SKILLS TO IMPROVE

- You answered one or more questions incorrectly for the skill standards below
- 1

Define email and identify common email clients.
- 3

Register for a new email account, using a professional user name and a strong password.
- 4

Log into email.
- 10

Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.
- 11

Understand basics of email etiquette (using salutations and closings, avoiding all caps, making use of the subject line, understanding when it's ok to forward messages, knowing who to cc or bcc, etc.).