

Email tips assignment

1. Start a new file in Word, type your heading, save it into your account. The name to use for saving is: **email tips-your full name**
2. Search on the Internet for tips for good email etiquette (manners).
3. Read the tips first to be sure that they are about good email manners, not chatting or messaging.
4. Copy at approximately 10 good tips for using email, then switch to Microsoft Word.
5. Paste special—"unformatted text".
6. Make it fit on one page. Change all margins to .5". If necessary, change to a smaller font.
7. Cite your source: at the bottom of your page of tips, you must "cite" your source as follows:
The name of the website, the date you visited the site.
The full URL (in brackets)
Here is an example:

Goldstoneonline, 12 May 2004.

<<http://www.goldstoneonline.com/projects/projects.htm>>.

8. Save the file, but don't print it.