

## Contents sheet from sample portfolio

### NCFE Level 1 Certificate in Telematics

Tracy Scott

	Evidence	Page		Evidence	Page
1.1.1	Use equipment safely	9	2.1.1	Use e-mail	4
1.1.2	Use a browser	9	2.1.2	set up folders	
1.1.3	Use a Website address	9	2.1.3	Read messages	
1.1.4	Move between web pages	9	2.1.4	Move messages to folders	
1.1.5	Change home page	8a	2.1.5	Save messages to disk	10
1.1.6	Exit browser	8a	2.1.6	Delete messages	10
1.1.7	Know safety procedures	7	2.1.7	Print messages	10
1.1.8	Equipment needed for web		2.1.8	Open attachment safely	6
1.1.9	Different browsers		2.1.9	Save attachment	6
1.1.10	Internet terminology		2.1.10	Set up	4
1.1.11	Legal issues	2.1.11	Export mail		
1.1.12	How to use a browser	2.1.12	Download software		
1.1.13	URL format	2.1.13	Terminology		
1.1.14	How to move between pages	7	2.1.14	Open, save attachments	6
1.1.15	How to change home page		2.1.15	Use address book	3, 6
1.1.16	On/Off procedure	7	2.1.16	Open new e-mail	4
1.2.1	Choose a search engine	2.1.17	Set up folders		
1.2.2	Find search engine from URL	2.1.18	Print, delete e-mail		
1.2.3	Use search engine	2.1.19	Use address book		
1.2.4	Use topic index	2.2.1	Send e-mail	11	
1.2.5	Create bookmarks	8b	2.2.2	Send e-mail	11
1.2.6	Use bookmarks		2.2.3	Send attachment	11
1.2.7	Group bookmarks	9	2.2.4	Reply and forward e-mail	4
1.2.8	Disable images		2.2.5	Send to more than 1 person	11
1.2.9	Different search engines	7	2.2.6	Prioritisation	11
1.2.10	Where to find search engines		2.2.7	Save drafts	11
1.2.11	Types of search engines	9	2.2.8	Save in folders	11
1.2.12	How to use search engines		2.2.9	How to create and send	4
1.2.13	How to use search engines	2.2.10	Terminology re sending		
1.2.14	How to use search engines	2.2.11	How to attach files		
1.2.15	How to use search engines	2.2.12	How to reply and forward	3	
1.2.16	How to use search engines	9	2.2.13	How to prioritise	3
1.2.17	How to use search engines		2.2.14	How to save and move e-mail	
1.3.1	Copy selected text/image	9	2.2.15	how to use copy - cc	
1.3.2	Paste into another package				
1.3.3	Save and print web information	9			
1.3.4	How to print web pages				
1.3.5	How to find specific data	7			
1.3.6	How to save web pages				
1.3.7	How to cut, copy and paste	9			
1.3.8	Files, folders, directories				
1.3.9	Copyright				