



# SHREE VASISHTHA VIDHYALAYA.

## Computer Worksheet 2024-25



Name : - \_\_\_\_\_

Std.: - V- \_\_\_\_\_

Roll No. :- \_\_\_\_\_

Worksheet No: Term1- 02

Date: - \_\_\_\_\_

### Ch. 5: Internet- Electronic Mail (E-Mail)

#### Q- 1 Tick the correct option.

- 1) The first e-mail application developed for \_\_\_\_\_  
a) ARPANET                                      b) SNDMSG                                      c) READMAIL
- 2) What is the main purpose of email?  
a) To play games                                      b) To send and receive messages                                      c) To watch videos
- 3) Which part of an email tells you who the email is from?  
a) Subject Line                                      b) Body                                      c) Sender's Address
- 4) What does the 'Subject' line in an email describe?  
a) The date the email was sent                                      b) The main topic of the email                                      c) The name of the email service
- 5) The user name and domain name are separated by the \_\_\_\_\_ symbol.  
a) &                                      b) (.)                                      c) @
- 6) CC stands for \_\_\_\_\_.  
a) Carbon copy                                      b) Copy carbon                                      c) Cut copy
- 7) BCC stands for \_\_\_\_\_.  
a) Blind carbon copy                                      b) Blank carbon copy                                      c) Blind cut copy
- 8) What should you do if you receive an email from someone you don't know?  
a) Reply to the email immediately                                      b) Open all attachments                                      c) Delete the email and inform an adult
- 9) Which of these is NOT a common email provider?  
a) Gmail                                      b) Yahoo Mail                                      c) Instagram
- 10) What is an attachment in an email?  
a) A file or document sent with the email                                      b) The email address of the sender                                      c) The subject of the email
- 11) \_\_\_\_\_ would be delivered mail in seconds or in minutes.  
a) Letter                                      b) Postal mail                                      c) E-mail
- 12) \_\_\_\_\_ stores outgoing messages that you have not send yet.  
a) Outbox                                      b) Inbox                                      c) Send
- 13) Full form of IP is \_\_\_\_\_.  
a) Integrated Protocol                                      b) Integrated Port                                      c) Internet Protocol
- 14) Which of the following should be included in a polite email?  
a) A greeting and closing                                      b) A list of your favorite movies                                      c) A random quote
- 15) Which of the following button allow you to write a new e-mail?  
a) Compose                                      b) Inbox                                      c) Send

**Q-2 Write True or False.**

- 1) First e-mail application was developed by Sabeer Bhatia. \_\_\_\_\_
- 2) The first e-mail application was developed in 1971. \_\_\_\_\_
- 3) An e-mail address is a combination of a user name and a domain name. \_\_\_\_\_
- 4) Drafts stores messages that you saved but have not yet finished composing. \_\_\_\_\_
- 5) An e-mail address can use commas, spaces or brackets. \_\_\_\_\_
- 6) Sent Mail stores outgoing messages that you have sent. \_\_\_\_\_
- 7) The message written in capital letters is called Bounced. \_\_\_\_\_
- 8) Outbox stores your incoming messages. \_\_\_\_\_

**Q-3 Fill in the blanks.**

- 1) \_\_\_\_\_ developed the first e-mail application.
- 2) An e-mail address is a combination of a \_\_\_\_\_ and \_\_\_\_\_.
- 3) Domain name is separated into two parts by a \_\_\_\_\_ .
- 4) A message that returns to us because it cannot reach its destination is called a \_\_\_\_\_
- 5) A message written in capital letters is called \_\_\_\_\_.
- 6) E-mail is extremely \_\_\_\_\_.
- 7) \_\_\_\_\_ button allows you to delete the selected messages.
- 8) \_\_\_\_\_ stores messages that you saved but have not finished composing.
- 9) All deleted e-mail messages are stored in \_\_\_\_\_ folder.
- 10) All unsolicited messages are stored in \_\_\_\_\_ folder.

**Q-4 Answer the following questions.**

- 1) Which box stores your incoming messages? \_\_\_\_\_
- 2) Which button allows you to write a new e-mail message? \_\_\_\_\_
- 3) Which button will allow you to send a reply to someone who has sent you mail? \_\_\_\_\_
- 4) Which button will help you forward a message? \_\_\_\_\_
- 5) Which button allows you to take a printout of your mail? \_\_\_\_\_

**Q-5 Write down the one line description for given term.**

|    |            |  |
|----|------------|--|
| 1. | Inbox      |  |
| 2. | Outbox     |  |
| 3. | New        |  |
| 4. | Delete     |  |
| 5. | Print      |  |
| 6. | Attachment |  |
| 7. | Send       |  |
| 8. | Spam       |  |