



SHREE VASISHTHA VIDHYALAYA

Computer Worksheet 2025-26



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) What do you need to send an email?
a) A pen and paper **b) An internet connection and an email address** c) A phone and a stamp
- 7) What is a good way to keep your email safe?
a) Share your password with everyone b) Use a simple password
c) Use a strong password with a mix of letters, numbers, and symbols
- 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) What is netiquette?
a) A type of email address b) A way to send large files
c) Rules for being polite and respectful when using the internet, including email
- 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.	<u>False</u>
2) The first e-mail application was developed in 1971.	<u>True</u>
3) An e-mail address is a combination of a user name and a domain name.	<u>True</u>
4) Drafts stores messages that you saved but have not yet finished composing.	<u>True</u>
5) An e-mail address can use commas, spaces or brackets.	<u>False</u>
6) Sent Mail stores outgoing messages that you have sent.	<u>True</u>
7) The message written in capital letters is called Bounced.	<u>False</u>
8) Outbox stores your incoming messages.	<u>False</u>

Q-3 Fill in the blanks.

- 1) Ray Tomlinson developed the first e-mail application.
- 2) An e-mail address is a combination of a user name and a domain name.
- 3) A domain name is separated into two parts by a dot (.).
- 4) A message that returns to us because it can't reach its destination is called a bounced message.
- 5) A message written in capital letters is called shouting.
- 6) E-mail is extremely fast/efficient.
- 7) The Delete button allows you to delete selected messages.
- 8) The Drafts folder stores messages that you've saved but haven't finished composing.
- 9) All deleted e-mail messages are stored in the Trash folder.
- 10) All unsolicited messages are stored in the Spam or Junk folder.

Q-4 Answer the following questions.

1) Which box stores your incoming messages?	<u>Inbox</u>
2) Which button allows you to write a new e-mail message?	<u>Compose/new</u>
3) Which button will allow you to send a reply to someone who has sent you mail?	<u>Reply</u>
4) Which button will help you forward a message?	<u>Forward</u>
5) Which button allows you to take a printout of your mail?	<u>Print</u>
6) Which option allows you to automatically add contact information?	<u>Signature</u>
7) The process of transferring files from the Internet to your computer.	<u>Downloading</u>
8) Write the name of any two mail service providers.	<u>Gmail, Outlook</u>
9) In which year Gmail was launched.	<u>April 1, 2004</u>
10) The small chunks of e-mail message which are broken by the internet are called.	<u>Packets</u>

Q-5 Write the full form for the following.

1.	IP	<u>Internet Protocol</u>
2.	E-MAIL	<u>Electronic Mail</u>
3.	CC	<u>Carbon Copy</u>
4.	BCC	<u>Blind Carbon Copy</u>
5.	GMAIL	<u>Google Mail</u>

Q-5 Write the e-mail abbreviations for the following.

1. As soon as Possible	<u>ASAP</u>	2. By the way	<u>BTW</u>
3. See you	<u>CU</u>	4. I Don't know	<u>IDK</u>

