



Name : -

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Roll No. :-

Worksheet No: Term1- 02

Date: -

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

Q- 1 Tick the correct option.

- [illegible]

Q-2 Write True or False.

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

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

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>

