

Worksheet

1

Name:

Roll No: Class: Section:

Date:

E-MAIL

Unit-3 | Chapter-4

1. Tick (✓) the correct option.

- (a) Which of the following parts of an email is called domain name?
- | | | | |
|-------------------------|--------------------------|------------------------|--------------------------|
| (i) After the @ sign | <input type="checkbox"/> | (ii) Before the @ sign | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (b) Which of the following is an example of e-mail service provider?
- | | | | |
|---------------|--------------------------|-------------------|--------------------------|
| (i) Gmail | <input type="checkbox"/> | (ii) Yahoo | <input type="checkbox"/> |
| (iii) Hotmail | <input type="checkbox"/> | (iv) All of these | <input type="checkbox"/> |
- (c) Writing an e-mail is also called.....
- | | | | |
|-------------------------|--------------------------|-----------------------|--------------------------|
| (i) Composing an e-mail | <input type="checkbox"/> | (ii) Typing an e-mail | <input type="checkbox"/> |
| (iii) Sending an e-mail | <input type="checkbox"/> | (iv) All of these | <input type="checkbox"/> |
- (d) In which of the following folders, all the deleted e-mails stored?
- | | | | |
|------------|--------------------------|------------|--------------------------|
| (i) Trash | <input type="checkbox"/> | (ii) Inbox | <input type="checkbox"/> |
| (iii) Sent | <input type="checkbox"/> | (iv) Draft | <input type="checkbox"/> |
- (e) By default, all the E-mail appears in the inbox folder.
- | | | | |
|-----------------|--------------------------|--------------|--------------------------|
| (i) Inbox | <input type="checkbox"/> | (ii) Forward | <input type="checkbox"/> |
| (iii) Junk/Spam | <input type="checkbox"/> | (iv) Starred | <input type="checkbox"/> |
- (f) Which of the following is the size limit for an e-mail attachment in Gmail?
- | | | | |
|------------|--------------------------|------------------------|--------------------------|
| (i) 20MB | <input type="checkbox"/> | (ii) 25MP | <input type="checkbox"/> |
| (iii) 50MB | <input type="checkbox"/> | (iv) There is no limit | <input type="checkbox"/> |
- (g) Which of the following options is used to send a received e-mail to someone who was not one of the original recipients?
- | | | | |
|--------------------|--------------------------|--------------|--------------------------|
| (i) Reply | <input type="checkbox"/> | (ii) Forward | <input type="checkbox"/> |
| (iii) Reply to all | <input type="checkbox"/> | (iv) Delete | <input type="checkbox"/> |

2. Fill in the blanks.

- (a) The folder is used to store the e-mail message that is still in composing phase.
- (b) The folder holds the e-mail messages that are sent to others.
- (c) Content typed in the line cannot be formatted.
- (d) One or more recipients's e-mail address can be typed in the 'To' field separated by
- (e) An is a file that is sent along with e-mail.