

Worksheet

2

Name:

Roll No: Class: Section:

Date:

E-MAIL

Unit-3 | Chapter-4

1. Write short notes on:

- (a) E-mail
- (b) Webmail
- (c) Schedule send
- (d) Draft

2. Differentiate between the following terms:

- (a) User name and Domain name
- (b) Schedule Send and Send
- (c) Sending and Receiving an e-mail

3. Guess who am I?

- (a) I am a folder in which all the sent e-mails are stored.
- (b) I am a folder that holds unsolicited e-mail messages.
- (c) I am an e-mail message labeled with yellow star.
- (d) I am the e-mail message appear in bold format.
- (e) I am the field in which the e-mail address is typed while composing an e-mail.
- (f) I am a folder that contains deleted e-mails upto 30 days.
- (g) I am an option used to delete an e-mail.

4. Answer the following questions:

- (a) Discuss the similarities between e-Mail and Postal letters.
- (b) List the limitations of E-mail.
- (c) What are the advantages of E-mail?
- (d) What are the different managing folders of e-mail?
- (e) Describe the process of sending an e-mail with a photograph.
- (f) Explain what all types of files can one send with e-mail.
- (g) Name some application software that allow you to send and receive e-mails.