Worksheet

1

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

INTERNET AND E-MAIL

Chapter-10

Class -5

A. Tick (✓) the correct option.

1. The user name and domain name in an email address are separated by ....
   a. ! ☐
   b. & ☐
   c. @ ☐

2. All the received mails of our e-mail account are displayed in ....
   a. Inbox ☐
   b. Sent ☐
   c. Drafts ☐

3. Where should we click to start typing a new e-mail?
   a. Forward ☐
   b. Compose ☐
   c. Settings ☐

4. The e-mail address of the recipient is shown here ....
   a. Cc ☐
   b. Bcc ☐
   c. To ☐

B. Fill in the blanks using the given words.

1. Once we receive an e-mail in our inbox, we can revert to it by using the .... option. (Forward/Reply)

2. .... means closing our e-mail account. (Signing Out/Forwarding)

3. .... includes a brief introduction about the message being sent to recipients. (Message/Subject)

4. The .... is the name by which the server identifies a particular user. (Domain Name/Username)

C. Match the following.

1. Attachments   a. If we want to keep someone hidden from all the other recipients of our message, then their e-mail address is written here.

2. Cc   b. fast and convenient way of correspondence.

3. E-mail   c. Pictures, videos and documents sent along an e-mail

4. Bcc   d. We type the e-mail address of the people we want to send a copy of the e-mail to.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....