

# Worksheet

Name: .....

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

Date: .....

## E-MAIL

### Unit-3 | Chapter-4

#### 1. Answer the following questions:

- What is an e-mail?
- What are the two parts of an e-mail address?
- What are the two type of e-mail services?
- What do you mean by composing an e-mail?
- What is schedule send?
- What is an attachment?
- What is inbox?
- Write any four advantages of an e-mail.
- Why is e-mail so popular over conventional mails?
- How does e-mail help in resource saving?
- What are the limitations of e-mail?
- Name the different folders in Gmail.
- Explain 'Compose Window'.

#### 2. Fill in the blanks.

- ..... folder holds the e-Mail messages that are sent to people/recipient.
- ..... is used to hold the message that is still in composing phase or not yet sent.
- The ..... option is available to reply to all the recipients.
- ..... folder hold the e-Mail messages which is marked as most important emails.
- The ..... option is used to attach a file with the e-mail.
- The ..... messages can be reused or forwarded to other recipients as and when required.
- An individual who avails the service of Internet, must have a unique ..... address.