

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTERNET AND E-MAIL

Chapter-8

A. Tick (✓) the correct option.

- The user name and domain name in an email address are separated by
 a. ! ☐ b. & ☐ c. @ ☐
- We cannot send more than of files in an e-mail.
 a. 25 KB ☐ b. 25 B ☐ c. 25 MB ☐
- Where should we click to start typing a new e-mail?
 a. Forward ☐ b. Compose ☐ c. Settings ☐

B. Fill in the blanks using the hints given below.

- Once we receive an e-mail in our inbox, we can revert to it by using the option. (Forward/Reply)
- includes a brief introduction about the message being sent to recipients. (Subject/Bcc).
- includes a brief introduction about the message being sent to recipients. (Message/Subject)
- 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. |