

Worksheet

Name:

Roll No: Class: Section:

Date:

ICT SKILLS-I

Unit-3

1. Answer the following questions:

- What is an e-mail?
- What is the use of video conferencing?
- Write two uses of ICT in healthcare.
- What do you mean by composing an e-mail?
- What is schedule send?
- What is RAM? Write the names of any two types of RAM.
- What is inbox?
- What is the role of ICT in Education?
- What are the differences between smartphone and tablet?
- How does e-mail help in resource saving?
- Name the different folders in Gmail.
- Explain 'Compose Window'.

2. Fill in the blanks.

- is the main circuit board of a computer to which all the hardware devices are connected.
- are sockets that are used to connect external devices.
- A printer prints the contents line by line.
- is an output device that helps in printing high quality poster, flex, visuals, charts, graphs, tables and diagrams, etc.
- is an output device that converts the electrical signals into sound waves that we hear.
- A set of organized programs meant for specific purpose is known as
- is a type of system software that helps in converting programs in high level language to machine understandable language.
- 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.