

CLASS NOTES

Class: **V**

Topic: **Chapter -11**
Introduction to E-mailing (Cont....)
(To be done in Computer Notebook)

Subject: **Computer**

A. Which one is a “safe” password and why?

1. alok 2. 230798 3. Alok23June\$,98

Ans. Alok23June\$,98 is the safe password because it is a strong password consist of uppercase and lowercase letters, numbers, punctuations, and other symbols like \$ which is not easy to guess.

B. Write the steps for sending and receiving email to your friends.

Ans. To send an email:

1. Click the ‘COMPOSE’ link button on the left sidebar. “New message” window will appear.
2. Write your friend’s email address in the ‘To box’ and a meaningful subject in the ‘Subject box’. Write your message in the text area.
3. Click on the ‘Send’ button

To receive an email:

The received message will appear in your inbox. Click on the mail to read it.

C. Out of the four options given below, tick (✓) the correct option.

1. _____ is the most convenient and fastest way to communicate.

✓ **E-mail**

2. Google allows up to _____ sizes of files to be exchanged through email.

✓ **25 MB**

3. Google email is also known as

✓ **Gmail**

4. _____ is integrated into the email system for chatting in Gmail.

✓ **Google Hangouts**

5. Popular email program from Microsoft is/are

✓ **Microsoft Outlook**

6. To ankur@xyz.com

Bcc: manish@abc.com, praneel@def.com

Which one of the following is true?

✓ **Ankur does not know the email was also sent to Manish and Praneel**

*The above content has been absolutely prepared from home.