

# CLASS NOTES

Class: VI

Topic: ADVANCE EMAILING  
(CHAPTER 7)

Subject: Computer Studies

## Fill in the blanks:

1. From is used to write the Email address of the sender.
2. To is used to write the Email address of the receiver.
3. Subject is the title of the mail.
4. CC stands for Carbon Copy.
5. BCC stand for Blind Carbon Copy.
6. We receive all our emails in Inbox.
7. We can write an email by clicking compose button in Gmail.
8. To create filter click on settings.
9. Deleted mails can be restored from trash.
10. Email messages remain in trash for 30 days.

## Write the steps for the following:

### **1. Sending an email attachment:**

- Step 1: Login to your email account.  
Step 2: Click on compose and type the email address of the receiver in **To** box and subject in **Subject** box.  
Step 3: Click on "Attach files" and select the file.  
Step 4: Click on the send button.

### **2. Opening and downloading an email attachment.**

- Step 1: Click Inbox button to see the attachment showing as "paper clip".  
Step 2: Hover the mouse over the attached file.  
Step 3: Click on the image symbol to view the preview of the file  
Click on the download symbol to download the file.  
Click on the google drive symbol to save the file to google drive.

### **3. Deleting an email.**

- Step 1: Login to your email account.  
Step 2: Select the email you want to delete.  
Step 3: Click on the delete button.

### **4. Checking Spam mail.**

- Step 1: Click "more" and then click on the "spam" link.  
Step 2: You can manually delete the spam mail by clicking on the "delete forever" button.

### **5. Creating Email Filter.**

- Step 1: Click on "Settings" and select the "filters" option.  
Step 2: Click on "create a new filter" option.  
Step 3: Specify and select the criteria. Click on the "Create filter with this search" button.  
Step 4: Choose label or create new label.

Step 5: Click on the "create filter" option.

## 6. Searching an Email.

Step 1: Use the search mail option or click on the "show search option" link for an advanced email search.

Step 2: Click on the search mail button.

### 1. Write some tips which we should keep in mind while downloading an attachment.

Answer:

Downloading attachments can be dangerous. Keep the following tips in mind while downloading an attachment:

- Always scan attachments for viruses before opening them with up-to-date antivirus software.
- Never send, click, open, save, or run email attachments that you are not expecting.
- Back up important data files on your computer.

### 2. Write a short note on email attachment.

Answer:

An email attachment is a computer file sent along with an email message. One or more files can be attached to any email message, and be sent along with it to the recipient.

This is typically used as a simple method to share documents and images.

### 3. Write a short note on spam mail.

Answer:

Email spam, also known as junk email, is unsolicited bulk messages sent through email. In Gmail, messages that have been in spam for more than 30 days are automatically deleted.

### 4. Write a short note on Email filter.

Answer:

Email filtering is the processing of email to organize it according to specified criteria.

The term can apply to the intervention of human intelligence, but most often refers to the automatic processing of incoming messages with anti-spam techniques - to outgoing emails as well as those being received.

## (Practice Test is present on page number 60 in computer textbook)

1. To is used to write the Email address of the receiver.
2. Subject is the title of the mail.
3. CC stands for Carbon Copy.
4. BCC stand for Blind Carbon Copy.
5. We receive all our emails in Inbox.
6. To view newer emails, click on the Inbox in Gmail.
7. We can start to write an email using Compose option.
8. Virus can be sent as email attachments in the .exe, .com, .pif, .scr, .vbs, .bat files.
7. You can search the email with the docx,pptx,xlsx,bmp,jpg,tif,png,zip,rar attachments.

8. If Samir send a ppt file to Ashok on his email address, Ashok can download it.

9. Tick the correct statement.

Solution: (Option a) Labels in Gmail are equivalent to folders in Yahoo mail.

10. Solution: (Option b) Saved to Google Drive.

## CLASS NOTES

**Class: VI**

**Topic: OTHER APPLICATIONS OF  
INTERNET  
(CHAPTER 8)**

**Subject: Computer Studies**

**Write short notes on the following:**

**(Question no. B, is present on page number 66 in computer textbook)**

### 1. Internet forums

Answer:

An Internet forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages.

### 2. Blogs

Answer:

A blog (a shortened version of “weblog”) is an online journal or informational website displaying information in the reverse chronological order, with the latest posts appearing first, at the top.

### 3. Social Networking Sites

Answer:

Social network sites are web-based services that allow individuals to construct a public or semi-public profile within a bounded and secure system.

Examples of Social networking sites:

- Facebook.
- Instagram.
- Twitter.
- Snapchat.
- LinkedIn.
- WhatsApp

### 4. Conferencing

Answer:

Refers to an interactive session among two or more participants, sharing computer data in real time.

### 5. Collaboration

Answer:

Participants can add comments or manipulate graphics, drawing, documents at the same time while interacting with others through text or voice chat. This is known as collaboration.

**(Practice Test is present on page number 66 in computer textbook)**

#### **A. Fill in the blanks:**

Solutions:

1. Web log
2. Blogging
3. Blog posts, posts, entries
4. Blogger
5. Collaborative Computing

**Write T for true or F for false:**

**(Question no. C, is present on page number 66 in computer textbook)**

Solutions:

1. T
2. F
3. T
4. T
5. F

**Tick the correct option:**

**(Question no. A, is present on page number 67 in computer textbook)**

Solutions:

1. -> d. All of the above
2. -> b. Blog
3. -> d. All of the above
4. -> d. All of the above

**N.B.:**

**Students are instructed to write the above content in their computer notebook and prepare it as well.**