ASSESSMENT ZONE

A. Circle the correct answer.

1.Which of the following fields will you choose to enter the email addresses which should not be visible to the other reception?
a.Cc   b.To
    c.Bcc   d.Subject
    Answer- C

2._____ are symbols that are used to express emotions in a text message.

a.attachments   b. Emoticons
c. Spam   d.Icons
Answer-B

B.State whether the following statements are True or False.

1. Only Microsoft word files can be sent as an attachment with an email- False

2. You cannot send a copy of the received email to other people- False.

3. Email addresses in the Cc field are not visible to other recipient.- False

4. Spam mail may contain viruses- True.

5. It important to log out of your email account as it prevents other people from accessing your email account.- True.

C. Fill in the blanks using the words given below.

Spam_____Sign out_____Username___Emails___Attatchment_____Inbox.

1._____ are electronic message sent over the Internet.- Email

2. An email address contain the_____and the domain name of the Server separated by the '@' symbol.-Username.

3. File can be sent as an_____ with an email message.- attachment

4. The_____ displays a list of received emails.- Inbox.

5. To properly closed and email account, you must click on the _____option- Sign out.

6. Unwanted email sent to numerous people is known as_____ mail- Spam

D. Answer the following questions.

1. What is an email? List two advantage of an email?

**Answer-An electronic message sent over a network such as the internet is called email.
Advantages of email are:-
Low cost, speed and convenience.**

2. What is the structure of an email?

Answer-The general format of an email address is local-part@domain, and a specific example is jsmith@example.com. Thus, an address consists of two principal parts, a username and a domain name. The domain name is used to transport a mail message to the host of the recipient's mail system.

3 Differentiate between the CC and BCC fields in an email message.

Answer-Cc means carbon copy and Bcc means blind carbon copy. For emailing, you use Cc when you want to copy others publicly, and Bcc when you want to do it privately.

4. Give the uses of the following is an email message.

   A. **To-The TO field is, according to the rules of email etiquette, meant for the main recipient(s) of your email.**

   B. **Subject-An email subject line is the first text recipients see after your sender name when an email reaches their inbox.**

   C. **Attachment-An email attachment is a computer file sent along with an email message.**

<u>Complete</u>