

MEHRAN
SERIES



Standard Learning Series

COMPUTER UPDATE 6

Computer Made Friendly

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CONTENTS

1. INTRODUCTION TO COMPUTER	03
2. INTRODUCTION TO WINDOWS	06
3. MORE ON MS WORD	09.
4. INTRODUCTION TO MS POWER POINT	12
5. COMPUTER PROGRAMMING	15
6. MORE ON Q BASIC	18
7. COMPUTER ETHICS, CRIME AND SECURITY	22
8. MORE ON INTERNET	26



INTRODUCTION TO COMPUTERS

کمپیوٹر جو تعارف

کپیوٹر کا تعارف

EXERCISES**1. Answer the following questions:**

(a) What is booting or boot-up?

Ans: After switching ON the computer, you generally wait for sometime before the desktop appears on the computer screen. You just sit idle for some time while different messages and the opening screen of Windows is displayed. This process is called booting or boot-up.

(b) How does a keyboard work?

Ans: Keyboard Work:

It is an input device which you use for typing whenever you want the computer to do something for you. There are many keys on a keyboard. You simply press these keys in different combinations to type.

The keys on the keyboard work with the help of a circuit.

(c) How does a CD-ROM work?

Ans: A CD-ROM is a secondary storage device. The letters CD ROM stand for Compact Disk Read Only Memory.

(d) Name the four number systems you know.

Ans: These are four number system.

(a) Decimal Number System

(b) Binary Number System

(c) Octal Number System

(d) Hexadecimal Number System

(e) How many digits are used in Octal and Hexadecimal number system?

Ans: Octal

There are eight digits are used in octal number system.

Hexadecimal

These are six digits are used in Hexadecimal number system.

(f) What do you mean by number systems?

Ans: The number system you use for this counting is known as decimal number system. This is the most common number system.

(g) What is binary number system?

Ans: Binary number system is used widely in computer. It has only two digits 0 and 1. So it is a Base 2 system.

2. Fill in the blanks:(a) Monitors are used to view **both text** and **graphic**.(b) The binary number system has base **2**.(c) The Decimal number system has base **on 10**.(d) Binary means **two**.(e) Bit stands for **binary digit**.(f) A computer is a **finite** state system.

(g) The method of binary subtraction is similar to Subtraction of decimal numbers

3. Write the full forms of the followings:(a) POST **Power On Self Test**(b) LCD **Liquid crystal display**(c) CRT **Cathode Ray Tub**(d) ROM **Read Only Memory****4. Write True or False:**

(a) POST is performed to detect errors.

(b) Monochrome monitors can show thousands of colours.

(c) Hard disks are primary storage devices.

(d) The binary number system uses digits from 0 to 9.

(e) The Hexadecimal number system has base 16.

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1. Collect an old floppy disk which is unusable, rip it apart, and closely examine its insides.

2. Draw the inside view of a hard disk.

$$\begin{array}{r} 11011 \\ (+) 10100 \\ \hline \end{array}$$

$$\begin{array}{r} 100111 \\ (+) 101111 \\ \hline \end{array}$$

$$\begin{array}{r} 111111 \\ (+) 111111 \\ \hline \end{array}$$

5. Subtract the following binary numbers.

$$\begin{array}{r} 10111 \\ (-) 10011 \\ \hline \end{array}$$

$$\begin{array}{r} 11011 \\ (-) 01000 \\ \hline \end{array}$$

$$\begin{array}{r} 10001 \\ (-) 01010 \\ \hline \end{array}$$

باب
Chapter
2**INTRODUCTION TO WINDOWS**

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EXERCISES**1. Answer the following questions:**

- (a) Write down some of the names of Components of a window with their uses.

Ans: Components of a window:

There are some components of windows.

Title Bar, Scroll Bar, Menu Bar, Tool Bar

(a) Title Bar:

The title bar is at the top of any window. It displays the name of the program, which is currently being run in the window. For Example:

The title bar of the My documents window displays its name.

(b) Scroll Bar:

The Scrollbars are present at the right and bottom of a window. when the matter contain in a window is more than its display area, scroll bar appears. They are two scroll bars in window.

Horizontal Scroll Bar

Vertical Scroll Bar

© Menu Bar:

The menu bar is present just below the title bar. It contains pull down menu under various headings such as File, Edit, View, Tools, Window and Help.

Tool Bar:

There are different tool bars in a window, such as standard Toolbar, Address Bar, Links etc. You can add or remove a toolbar from a window.

- (b) How can you resize a window?

Ans: You can resize a windows according to your choice. TO resize a window, perform the following steps.

Step 1: Click the control box

Step 2: Click the size option

Step 3: Resize the window to the desired size using arrow keys.

Step 4: Press the Enter key to finish resizing.

(c) What is the control panel? Name some icons present in the control panel.

Ans: The control panel also contains icons (items) other than the Display icon.

All these icons help to manage the different resources and the functioning of the computer system. In simple words, control panel is like the command center of you computer.

You can use it to control different peripheral devices attached to the computer system.

Name of Control Panel:

Add or remove, Date and time, Display, Folder option, Security center, window firewall, power options, scanner and cameras etc.

(d) How can you change Date and Time of a computer?

Ans: Change Date and Time:

To change date or time of your system, perform the following steps.

Step.1: Open the control panel by clicking on start setting control panel.

Step.2: Double click at the Date/Time option. The date/time properties dialog box open up as shown.

computer system.

(e) How can you change mouse pointers?

Ans: Mouse pointer is used for selecting objects and giving instructions.

You may have noticed that the shape of pointer changes with different options. You can also change the organized shape of the mouse pointer.

2. Fill in the blanks:

(a) There are **two** scroll bars in a window.

(b) The Status bar is present at the **window** of your computer.

(c) The Control Panel is like the **operations** to perform different of your computer.

(d) You can **accused manage** the programs in the Windows Operating System.

(e) You can change the Date and Time of the Computer using the **present** option in the **control**.

3. Write True or False:

-  The title bar of a window shows the name of the window.
-  The Menu Bar is present just below the Title bar.
-  You cannot make changes to mouse settings.
-  The shape of the Mouse pointer changes with different operations.
-  You cannot change the speed of the Mouse pointer.

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ACTIVITY



01. Open the My Documents window. Write down the names of various buttons on the standard toolbar.
02. Open My Computer window and change the size of the window.
03. Change the shapes of pointers of your mouse.

باب
Chapter
3

MORE ON MS WORD

مزید ایم ورڈ کے بارے میں وڈیک ایم ایس ورڈ جی باری ۳

EXERCISES**1. Answer the following questions:**

(a) What is a table? What is a cell in a table?

Ans: A table consists of Rows and Columns. A table has cells. Cells refer to the boxes formed by the intersection of rows and columns. You can fill these cells with text. You can insert tables in MS WORD to present text in a tabular form.

(b) What is a hyperlink? How will you insert hyperlink in a document?

Ans: Hyperlinks help you to move quickly from one page to another page by simply clicking on a link. The links may be in the form of text or pictures.

To insert a hyperlink, perform the following steps.

Step.1: Select the text on which hyperlink is to be inserted.

Step.2: Click the Hyperlink option in the insert menu.

The insert Hyperlink dialog box.

Step.3: The link box has various options through which you create a link.

For Example, if you click on the first option existing File or web page, a list appears.

Step.4: Click at any existing file to create a link to that file. You can also type the complete path and name of the file.

Step.5: Click the OK button. This inserts a hyperlink in you document.

(c) What is a Clip Art?

Ans: Pictures make a document more attractive. In word, you can insert picture of your choice in desired place. Word itself comes with a ready made picture gallery known as clip art.

(d) What is a Word Art? How will you insert Word Art in a document?

Ans: The word art option in MS WORD allows you to insert attractive text in a document.

To insert word art text perform the following steps:

Step.1: Click the picture option insert menu.

Step.2: Click the word art option. The word art Gallery window appears.

Step.3: Select the style of your choice and click the OK button. The edit Word Art Text dialog box appears.

Step.4: Choose the font style and size of your text.

Step.5: Type the text in the box.

Step.6: Click the OK button.

The inserts the word art text in your document.

(e) What do you mean by Mail Merge? Explain.

Ans: You can do this very easily in MS WORD using the Mail Merge option.

With the help of this option, you can send the same letter to many people.

The mail merge process requires the followings:

Main Document Data Source

The mail merge process involves the following three steps.

Creating the main document.

Creating a data source.

Merging the main document and the data source.

2. Fill in the blanks:(a) MS WORD is a **Word Processor**.(b) A table consists of **Rows** and **Column**.(c) To move from one cell to another, you can use **Arrow keys** or **Tab keys**.(d) **Hyperlinks** helps you to move quickly from one page to another by clicking on a **link**.(e) The ready made picture gallery in Word is known as **Clip Art**.

3. Write True or False:

- (a) MS WORD is a part of the MS Office package.
- (b) You cannot insert pictures in a MS WORD document.
- (c) A table has cells.
- (d) With Word Art, you can type text in different styles.
- (e) Combining the main document and the data source is known as a new document.

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01. Design a poster for your annual school festival. Make it attractive with the help of picture, Word Art, borders and shading etc. Take a printout of the poster.
02. Make a beautiful poster with the theme "Save trees and control pollution".
03. Use the mail merge option to create an invitation letter to your relatives for a get together party.



باب
Chapter
4

INTRODUCTION TO MS POWER POINT

پاور پوائنٹ جو تعارف

پاور پوائنٹ کا تعارف

EXERCISES**1. Answer the following questions:**

- (a) What is MS Power point? Write some uses of it.

Ans: Power Point is a presentation software package included the Microsoft office package. It is used to create professional quality presentations. It is systematic display of information along with graphics, movies, sounds etc. Which are displayed together on the screen. Power Point helps you to structure the ideas and information that you may want to convey to your audience. It lets you create the contents of your presentation by typing or inserting text, picture sounds and animations, with it, you can add visual image supporting document and audi recordings to enhance your presentation.

- (b) What is a slide? What do you mean by slide show?

Ans: The slide view shows one slide at a time. In this view you can see individuals slides in detail, and work with pictures and diagrams.

The slide show view is used for giving on screen presentation.

- (c) What is the Auto content wizard?

Ans: The auto content wizard helps to create a presentation by asking questions on the subject matter of the presentation.

- (d) What is a presentation template?

Ans: A presentation template is a saved presentation file that contains predefined slides and title master, colour and graphic elements. The presentation template also includes a master slide with pre-formatted fronts and style.

- (e) Write steps for creating a blank presentation?

Ans: Create a blank presentation:

The third option in the powerpoint dialog box is creating a Blank presentation.

The create a blank presentation, Perform the following steps.

Step.1: Start powerpoint. The powerpoint dialog box appears.



Step.2: Choose blank presentation and click the OK button.

The new slide dialog box appears.

Step.3: Choose the auto layout option for the type of slide you want to create and click the OK button. A blank slide appears.

2. Fill in the blanks:

- Power point is a **presentation** software package.
- A slide represents a **page** in a **slide show**.
- A template is a **present design** for your **presentation**.
- The **slide show** is a guide composed of several screens.
- The two main views in MS power point are normal and **sorter view**.

3. Write True or False:

- MS Power Point is present in MS office suit.
- A presentation consists of many slides.
- A Slide is a document file.
- Slide is view many slides at the same time.
- Slide show view is used for giving an on-screen presentation.

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ACTIVITY



- Create a blank Presentation with a title slide. Add new slides to the Presentation. View the Presentation in the different Sorter view.
- Create the above presentation using the Auto Content Wizard.
- Create the following slide show:



(Note: You can use pictures and background of your choice.)

باب
Chapter
5

COMPUTER PROGRAMMING

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کمپیوٹر پروگرامنگ

EXERCISES**1. Answer the following questions:**

(a) What is a program?

Ans: A program is a set of instructions, which when executes, make the computer work in a particular manner. Programs are an integral part of a computer. Computer will be useless if it has no program.

(b) What do you understand by the term programming?

Ans: Programming refers to the process of designing, writing, testing, and maintaining the source code of computer Programs. It involves using programming languages like python, java or c++ to instruct a computer what to do, how to do it, and when to do it.

In simpler term programming is like writing a recipe for a computer to follow. You write step by step instructions (code) that the computer can understand and execute.

Some key aspects of programming include:

- | | |
|-----------------------------|---------------------------|
| (1) Problem Solving | (2) Algorithm Design |
| (3) Code writing | (4) Testing and debugging |
| (5) Maintenance and updates | |

Programming is used in various fields such as:

- | | |
|-----------------------------|-----------------------------|
| (1) Web development | (2) Mobile app development |
| (3) Game development | (4) Artificial Intelligence |
| (5) Data analysis and more. | |

(c) What is a low level language?

Ans: Low level languages are machine oriented languages. These are directly understood by the computer. These languages are generally machine development, i.e they can not be easily used on another computer with a different configuration and processor.

(d) What is a high level language? What are its advantages.

Ans: High level languages are designed, taking into mind the ease for the programmers. These languages are not understood by the computer because it only understands 0s and 1s. To make the computer understand a program, it is first converted into machine level languages and is translated into machine level code by a compiler or interpreter. This process is called decoding of programs.

Advantages of High level:

These are many advantages of high level languages. These are follows:

Understand ability:

Programs written in these languages are easier to understand and read than those in assembly and low level languages.

Debugging:

Erasers in programs written in high level languages are easy to find and remove.

Portability:

Programs written for one machine can run on different machines with very minor changes or no changes at all.

(e) What are compiler and interpreter?

Ans: **Compiler:**

Assembler converts a program written in assembly level languages into machine level languages i.e, assembly code into machine code.

Interpreter:

An interpreter translates a program in a step-by-step process. It is slower than the compiler process.

3. Fill in the blanks:

- A **computer program** directs a computer how to **process** and **manipulate** data.
- A program is written in specific language called **programming**.
- A person who writes a program is known as a **programmer**.
- Low level languages are **machine oriented** languages.
- The computer understands programs written in **MML**.

3. Write True or False:

- A program is a set of instructions.
- A program written in assembly language is called compiler code.
- High level languages are easier to understand.
- High level language is translated into machine level code by a programmer.
- There are three types of translators.

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ACTIVITY

Collect the printouts of some programs written in different computer languages.

(For example: LOGO, FORTRAN, BASIC, C, C++)

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Chapter
6
MORE ON Q BASIC
 مزید کیو بیسیک کیویسک بابت وڈیک
EXERCISES**1. Answer the following questions:**

- (a) What are control statements?

Ans: Control statements are used to control the flow of the program according to your choice. These are very powerful tools for programmers. Qbasic has many control statements. Some are conditional, some are unconditional and

(b) What is the significance of giving SCREEN and WINDOW commands in a program.

Ans: Giving screen and window command in a program helps control the graphical user interface (GUI) and user experience. Some significance includes:

(1) Organizing content:

Windows and screen help structure and display information in a logical and visually appealing way.

(2) User interaction:

Commands can handle user input, such as clicks, keyboard input, and gestures.

- © Explain the following control statements:

- IF-THEN-ELSE-ENDIF
- SELECT CASE-END SELECT
- DO-WHILE LOOP

Ans: (i) IF-THEN-ELSE-ENDIF

IF-THEN-ELSE-ENDIF statements are used to check the condition of a program. It is used in decision making process of a program.

(ii) THE SELECT CASE-END SELECT

This statement is used instead of the nested IF statement. The statement is easier than nested IF and it simplifies the conditions.

(iii) THE DO WHILE LOOP

This is used to a condition is true, the Loop continues, other wise control goes out the loop.

- (d) What is the use of READ-DATA statement. Explain it with a suitable example.

Ans: READ DATA

This is used to enter several data automatically read once by one. This statement is used when one wants to avoid entering data manually.

(1) SQL: Select from customers!

This statement reads data from a database table named "customers."

(2) Python (using pandas): data = pd.read_csv('data.csv')

This statement reads data from a CSV file name "data.csv" and stores it in the data variable.

- (e) What are library functions? Explain the following library functions.

(i) LEFT\$ (ii) RIGHT\$ (iii) MID\$ (iv) LEN (v) ABS

Ans: Library functions in Qbasic

Library functions are built in programs, which are already present in Qbasic. You need not have to write them you self. These function mak programming easier.

(I) LEFT\$:

It is used to extract the number of characters from the left side of a string.

(II) RIGHT\$:

It is used to extract the number of characters from the right side of a string.

(III) MID\$:

It is used to extract the number of characters from any where in between string.

(IV) LEN\$:

It is used to find the number of characters in a string or the length of the string.

(V) ABS\$:

It is used to return the absolute value of any expression.

- (e) Define the following Qbasic Commands:

(i) LINE (ii) CIRCLE

Ans: Lines may be drawn using LINE command. The syntax of the command is: (LINE) (X1, Y1) - (x2,y2) where (XL, Y1) and (X2, Y2) are coordinate pairs which define that start and end points of the line respectively. They use the coordinate system that has been sent up by the WINDOW command.

A circle is drawn using the CIRCLE command.

Here (XC, YC) represents the coordinates of the centre of the circle and is radius.

2. Fill in the blanks:

- A **loop** ends, when the condition on **until** statement.
- The DATA statement can be placed **anywhere** in a program.
- RIGHT\$ "PAKISTAN,5) will return '**STAN**'
- MID\$ ("HELLO, I AM TOM", 7,1) will return **I**.
- INT** functions is used to return integer part of a number.

3. Write True or False:

- IF THEN-ELSE-ENDIF is a control statement. T
- You cannot use many ELSEIF statements in nested IF - THEN - ELSE statements. F
- LEFT\$ is used to extract the number of characters from the right side of a string. F
- SPACE\$ is used to insert blank spaces between two strings. T
- ABS returns the square root of any number. F

ACTIVITY

- A palindrome is a string which remains the same when read from either end. For example MADAM and NALAN. Write a program to check whether the given string is a palindrome or not.

NOTE:

Use FOR-NEXT loop and Concatenation i.e, use '+' sign to add two strings like
 AS = "HELLO" BS = "ARIF" CS = AS + BS

- Write a program to print the multiplication table of any two number X and Y.
- Write a program to find the sum of all even integer numbers between 1 to 100.
- Write a program to find the number of characters in a given string.
- Write a program to prepare the mark sheet of a student containing the name of the student, the name of the school class, roll number, subjects, marks, total marks, percentage of marks and division.
- Run all the above programs in Qbasic and take printouts. Prepare a separate file of these programs.

**Chapter 7****Computer ETHICS, CRIME & SECURITY**

کمپیوٹر اخلاقیات، جرم و حفاظت

کمپیوٹر اخلاقیات، جرم اور حفاظت

EXERCISES**1. Answer the following questions:**

- (a) What is Ethics? Why ethics so important?

Ans: Ethics are beliefs and rules. These rules state what is right and what is wrong.

Ethics is important in our daily life also. Ethics is something a person develops over a period of a time. Due to this reason, parents, teacher and elders are supposed to exercise some authority over their children. Children are not expected to know how to make some decisions for themselves. But there are children who commit crimes.

- (b) What are intellectual property rights?

Ans: Property is anything you own. You have rights over your property. It is protected by law. Similarly, ideas and thinking produced by the mind are also protected by law. It is illegal to use them without the permission of the owner of producer. The rights related to literacy or artistic work, inventions discoveries etc are called intellectual property right.

- (c) What is software piracy?

Ans: Software piracy:

Software piracy is the illegal reproduction and distribution of software application. Pirated software is a very dangerous trend. It hurt every one, from developers to sellers and software users. Software piracy has significant impact on the economy.

- (d) What do you mean by privacy?

Ans: Privacy:

Privacy is an important aspect of life. It is moral right that a person, has in relation to another person, or with respect to the possession of information by other persons about him herself.

(e) What do you mean by computer security?

Ans: Computer Security:

Computer security includes procedures and techniques, that are designed to protect a computer from accidental or intentional theft or manipulation. It is both an individual and an organizational concern.

2. Write short notes on the following:

- | | |
|-----------------------------------|--------------------|
| a. Computer ethics | b. Copyright |
| c. End-user piracy | d. Internet Piracy |
| e. Security breaches in computer | f. Hacker |
| g. Security controls in computers | h. Cracker |

(a) Computer Ethics:

Ethical sense in the young people is considered a serious matter. People It comes under the subject of moral development. Good behaviour is that which pleases and helps others, and is also approved by society. Behaviour generally judged by the intention of a person. The advancement of technology makes it possible for ethical and criminal activities to be carried out in a more sophisticated way. Children should thus be aware of ethical issues and must develop a good sense and social responsibilities. There are always people who are violating the rules of social responsibilities. These are always people who are violating the rules of society for "money" or for "fun". Let's discuss some of the major ethical issues in computer world.

(b) Copy right(C)

You must have seen this © symbol C enclosed within a circle on different items, book, magazines and even webpages. This symbol generally comes before a statement. All Right Reserved.

It shows that the material and information are copy righted, and are the sole property of the owner. It is unlawful and unethical to use them without the permission of the owner. Suppose such property were legally reproduced and freely given away then the writers, publishers will have less incentive for continuing the hardwork to develop such material. So, in order to keep expending

thinking and inventing by creative people, their work must be protected by law.

© End User Piracy:

All software license. When someone copied software without the appropriate Licence for each copy, it is called end user piracy. It includes both copying and distribution.

(d) Internet Piracy:

You can download various software from the Internet. You must make sure that the downloads available on the Internet are authorized copies downloaded over the Internet falls under Internet Piracy.

Hacker:

As in the case of other system and fields, there are also crimes related to computer. Computer crimes result from the deliberate tampering with data and information. The people who are associated with computer crimes are often called Hackers.

Crackers:

Crackers, virus programmers, breaker, Information warriors etc. Whatever name they may have they are all people who violate computer security. They practice unlawful activities related to computer system.

Security controls in computer:

Computer Security controls:

Security branches. There are many types of controls. Some of them are:

Application Control Development Control

Access Control Physical Facility Control

Personnel Control

Security breaches in computer:

- (1) Unauthorized access: Hackers gain access to sensitive data.
- (2) Malware: Viruses, worms, trojans compromise system.
- (3) Phishing: Deceptive emails or messages steal login credentials.
- (4) Data theft: Sensitive information is stolen or leaked.

(5) Ransomware: Malware demands payment of data access.

These breaches can lead to financial loss, identity theft, and compromised privacy.

3. Fill in the blanks:

- This age is called the age of **computer**.
- Property is anything you **Own**.
- Software piracy is the illegal **reproduction** and **distribution** of software.
- Computer security includes the **procedures** and **techniques**.
- A weakly managed network system can be **hacked**.

4. Write True or False:

- Ethics are beliefs and rules. **T**
- A mature sense of ethics is something a person develops over time. **T**
- The © symbol is used to show that the material is not copyrighted. **F**
- Natural disasters never cause security violations. **F**

ACTIVITY



- Prepare a poster to show the important of ethics.
- Prepare poster showing 'software piracy'.

Chapter 8

MORE ABOUT INTERNET

مزید انٹرنیٹ کے بارے میں انٹرنیٹ جی باری میں

EXERCISES

1. Answer the following questions:

- (a) What is Internet? What are its uses?

Ans: It consists of several networks of computers connected together to make a global network with millions of computers in it. The Internet is not owned by anyone in particular. Internet is a very easy way to access information from all over the world. It provides numerous facilities to people. It helps to information, to get the latest news, to send and receive messages (e-mails), shopping conversation with different people and many others.

- (b) What is an e-mail? Mention some of its uses.

Ans: Electronic mail or e-mail is a way of sending message from one computer to another anywhere in the world. It is the fastest mode of communication. There are several advantages of e-mail. The most important is that it is cost effective and fast. It can reach any part of the world in a few minutes. You can send messages to any part in the world at almost no cost. It does not matter whether your messages consist of a few lines of text or thousands of lines.

- © What are e-mail programs? Give some examples of free e-mail programs.

Ans: E-mail programs may be free or paid. You have to register your name or other identification with these programs.

Some examples of free e-mails programs:

- (i) Gmail (ii) Link unavailable (iii) Yahoo mail
(iv) proton mail (v) Zoho mail (vi) icloud mail
(vii) AOL mail

These email services are free and offer various features like:

- (i) Email Sending and receiving (ii) Storage space
(iii) Spam filtering (iv) Security features

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(d) Explain some facilities of e-mail programs

Ans: **Some:**

Facilities of e-mail programs.

Inbox:

This is a folder which contains all the incoming e-mail.

Compose:

You can write new message with the help of this option.

Send/Receive

You can compose send and receive messages with the help of this option.

Reply:

You can reply to incoming messages with the help of this option.

Forward:

You can forward a copy of your incoming e-mail to other people with the help of this option.

Delete:

You can delete you message with the help of this option.

Attachment:

You can send a file as an attachment with your message with the help of this option.

Address Book:

You can store e-mail addresses, residential address, phone and mobile numbers, fax numbers, and some other information in the address book.

(e) What is an e-mail address?

Ans: **E-mail Address:**

Every computer connected to the internet has its own unique address. This is the domain name.

The e-mail address is unique address of any user of the internet e-mail services.

2. Fill in the blanks:

- Internet is a **biggest** network.
- E-mail** is the way to send mail from **one computer** to **another**.
- The most important advantages of e-mail are **effective** and **fast**.
- To send an e-mail, you need an **e-mail program** and the **address** of the receiver.
- You can write new message with the help of **compose** option.

3. Write True or False:

- Internet is owned by nobody as a whole.
- Ordinary mail is called e-mail due to its slow speed.
- E-mail is very fast.
- Inbox contains all the incoming e-mails.
- You cannot send files as an attachment to your message.

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ACTIVITY



- Prepare a chart to compare ordinary mail with e-mail.
- Create a free e-mail account in gmail and hotmail.
- Compose and send an e-mail to your friends and relatives who use e-mails.
- Send a picture as an attachment with e-mail.