

**Lesson 11: Mailing and Mining the Web**

**Worksheet 5: Answer in one word/sentence.**

- Q. 1. Write the full form of CC.  
 Ans. Carbon Copy.
- Q. 2. What is an attachment?  
 Ans. Any file (audio, video or text) sent with e-mail is an attachment.
- Q. 3. Where will you enter the e-mail address to whom you want to send the mail?  
 Ans. In the To field.
- Q. 4. What do you call the lines that are appended automatically at the end of any outgoing email?  
 Ans. Signature.
- Q. 5. Which mail is the practice of sending huge volumes of email for advertisements to people who have not asked for it?  
 Ans. SPAM.
- Q. 6. Write the significance of + and – in front of keywords in a search term.  
 Ans. + is Include the term in search and – is remove the term in search.

**Worksheet 6: Answer the following:**

- Q. 1. Which fields are there in every e-mail composing screen and what is their significance?

Ans.

Operation	Purpose
Read	To read the e-mail received.
Write mail	To compose a new e-mail.
Reply	To send back a reply to the person, who has sent you the e-mail. A prefix Re: is added to the subject line of the message, which is being replied back.
Forward	To forward the message to a number of people, a prefix Fw: is added to the subject line of the message, which is being forwarded.
Attachment	You can send a picture, sound or video clip as an attachment with your e-mail.

- Q. 2. What do you mean by Spam?

Ans. "SPAM" mail is the practice of sending huge volumes of E-mail for advertisements to persons who have not asked for it.

- Q. 3. What are Favorites in Internet Explorer?

Ans. Favorites is a feature provided by the Internet browser tool that allows a user to store and return to his or her favorite website directly.

- Q. 4. How can we frame Exact phrase search terms?

Ans. When you enter a search term that consists of more than one word, like math puzzle, you can get results where both the terms can be present in any order and anywhere in the search result. For example, you might get results where only the term math exists in the search or puzzle exists in the search, or both exist but not together or in the required order. To ensure that both words should be there in the search result in the same order, use quotes around the multi-word search term. For example, if you use "math puzzle" as the search term, surely you will get results that contain the word as "math puzzle".

- Q. 5. What is the significance of using + and – signs in the search term?

Ans. You can also use the + and – signs in front of the keywords to form the Boolean search. Use the + sign in front of a keyword to include it in the search result and the – sign to exclude it from the search result. For example, to display the results that will include the recipes of various dishes that have chocolate in them, but recipe of chocolate cookies. Use the search term as +recipe+chocolate–cookies.