

Worksheet -2 Subject: - Computers Class: - V Teacher: - Mrs. Suudha Sharma  
Name: \_\_\_\_\_ Class & Sec: \_\_\_\_\_ Roll No. \_\_\_\_\_ Date: 28.01.2021

### Lesson 9: WWW and E-Mail

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

- Q. 1. What is the graphical side of the Internet?  
Ans. WWW
- Q. 2. What is a Search Engine?  
Ans. A website specifically developed for searching the Internet.
- Q. 3. Define a web page.  
Ans. It is a digital page of information on WWW.
- Q. 4. What is a Hyperlink?  
Ans. A string of text or image which when clicked opens the linked file.
- Q. 5. What is the specific address of a document on the Internet called?  
Ans. Uniform Resource Locator (URL).
- Q. 6. What is downloading?  
Ans. Transferring files from the Internet onto your computer.
- Q. 7. What is attachment in an E-Mail?  
Ans. A file attached and sent with the email.
- Q. 8. What is the use of Google Translate?  
Ans. Google Translate can translate multiple forms of text and media, which includes text, speech, and text within still or moving images.

#### Worksheet 6: Answer the following:

- Q. 1. What is WWW?  
Ans. The WWW is a vast collection of websites in which all the information is available. The information and services on the WWW are accessed using a web browser. Some famous web browsers are Internet Explorer, Google Chrome and Firefox.
- Q. 2. What are keywords? Explain the significance of (+) and (–) signs used with keywords.  
Ans. Keywords are the important words in your search term. For example, if you want to search for information on the list of schools in USA, the keywords can be "schools" and "USA".  
You can also use the + and – signs in front of the keywords to customize the search results.
- Use the + sign in front of a keyword to include it in the search result.
  - Use the – sign to exclude it from the search result.
- Q. 3. Define E-Mail.  
Ans. E-mail stands for electronic mail. It is a way to communicate and send messages, audio, video and animation files over the Internet.
- Q. 4. Which fields are there in a mail composing window? Explain their purpose.  
Ans. **To:** Enter the e-mail address of the person you are sending the e-mail to. You can also add multiple e-mail addresses separated by commas (,).  
**Subject:** Enter the short description for your message. For example, if you are inviting someone on your birthday, in the Subject box, you can type "invitation".  
**Cc:** It is the acronym for 'Carbon copy'. Enter the e-mail address of the person(s) to whom, you want to send the copy of the e-mail.  
**Bcc:** It is the acronym for 'Blind Carbon Copy'. Enter the e-mail address of the person(s) to whom, you want to send the copy of the e-mail but, don't want the main recipient to know about it.

- Q. 5. What do you mean by replying and forwarding an e-mail?  
Ans. **Replying an e-mail:** When you have read an e-mail and want to reply to it, you don't need to compose a new e-mail for it. You can use the Reply link.  
**Forwarding an e-mail:** When we send an e-mail message received from one e-mail address to the other e-mail addresses, it is called forwarding the e-mail.