



- \_\_\_\_. 18. Anti-virus software helps protect the computer.
- \_\_\_\_. 19. The inbox shows emails you receive.
- \_\_\_\_. 20. You can send messages using email.
- \_\_\_\_. 21. It is okay to open other people's files without permission.
- \_\_\_\_. 22. Some websites may contain computer viruses.
- \_\_\_\_. 23. Computers should be used carefully and responsibly.
- \_\_\_\_. 24. The subject tells what the email is about.
- \_\_\_\_. 25. Email can send pictures or files.

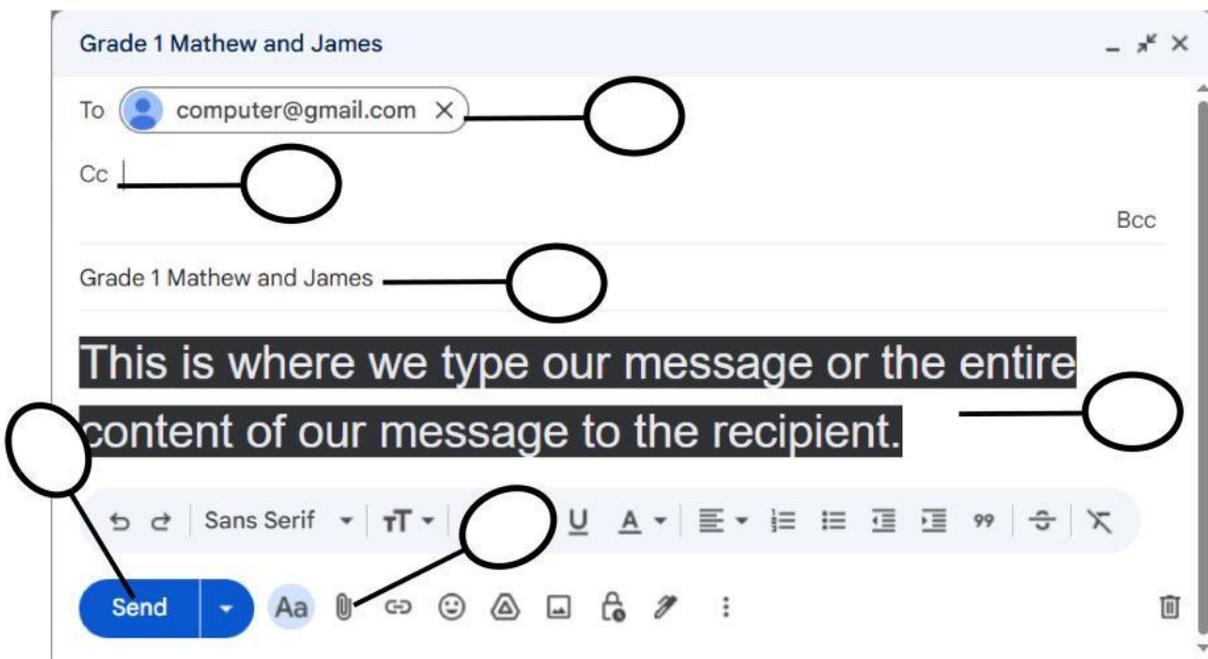
C - Direction: Choose the correct answer from the box to complete each sentence.  
Choices in the Box:

- 26. The \_\_\_\_\_ tells the topic of the email message.
- 27. A \_\_\_\_\_ is a secret word used to protect your account.
- 28. We should keep our \_\_\_\_\_ private and not share it with others.
- 29. The \_\_\_\_\_ contains the emails you receive.
- 30. Click \_\_\_\_\_ to write a new email message.

Inbox
Attach
Subject
Password
Compose

Part II. A - Look at the pictures and identify the parts of sending an Email. Write the letter of Your answer in the circle points to the parts.

Choices: **A. Body** **B. Attachment** **C. Recipient** **D. Send** **E. Carbon Copy** **F. Subject**



B - Directions: Arrange the steps in sending an email. Write 1-7 on the blank.

- \_\_\_ Click Compose.
- \_\_\_ Log in to your email account.
- \_\_\_ Type the email address of the receiver.
- \_\_\_ Write your message in the body.
- \_\_\_ Type the subject of the email.
- \_\_\_ Click Send.
- \_\_\_ Attach a file if needed

**C. Directions:** Read each situation. **Encircle** the safe and correct action.

14. You want to use the computer in the classroom.

*Ask the teacher first*

*Use the computer without permission*

15. Your friend asks for your password.

*Keep it secret*

*Tell your friend*

16. You see a strange website while using the internet.

*Ask the teacher*

*Open the website*

17. The computer is already being used by another student.

*Wait for your turn*

*Push the student away*

18. You receive a message from someone you do not know.

*Tell the teacher or parent*

*Reply immediately*

19. After using the computer in the laboratory.

*Turn it off properly*

*leave it on*

20. You want to send an email to your classmate.

*Send a kind message*

*Send rude words*

21. You see a virus warning on the computer screen.

*Tell the teacher*

*Ignore it*

D - Direction: Read the words in each group. Cross out the word that does NOT belong to the group.

22. Inbox – Subject – Keyboard – Body

23. Password – Computer Virus – Anti-virus – Mouse

24. Compose – Send – Attachment – Monitor

25. Email – Internet – Letter – Computer Virus

**Prepared by:  
Sir. Christian**

**God bless you**

Name: \_\_\_\_\_

Score: \_\_\_\_\_

Permit No: \_\_\_\_\_

Date: \_\_\_\_\_

Directions: Follow the steps below to send an email.

Steps:

1. Click the Start button and open the browser (Google Chrome).
2. In the address bar, type gmail.com, then open Gmail.
3. Click the Compose button.
4. In the "To" box: Type [sirchristian@gmail.com](mailto:sirchristian@gmail.com) (As the recipient.)
5. In the "Subject" box, type: **Hands On**.
6. In the Body, type the message:  
    A quick brown fox jumps over the lazy dog.
7. Click the Attachment (paperclip icon) and add an **image of a fox** from the desktop file.
8. Click the Send button to send your email.