

Name: _____
Permit No: _____Score: _____
Date: _____

Part I. A – Direction: Read each question carefully. Write the letter of the correct answer in the blank space.

- _____. 1. Before using the computer, what should you do?
A. Ask permission B. Press all the keys C. Unplug the computer
- _____. 2. A secret word used to open an account is called a _____.
A. password B. message C. file
- _____. 3. A computer virus can _____.
A. protect files B. damage files C. clean the keyboard
- _____. 4. What program helps protect a computer from viruses?
A. Paint B. Anti-virus C. Calculator
- _____. 5. After using the computer, you should _____.
A. leave it open B. turn it off properly C. remove the mouse
- _____. 6. What does E-mail mean?
A. Electronic mail B. Easy mail C. Express mail
- _____. 7. Which symbol is found in every email address?
A. @ B. # C. %
- _____. 8. The _____ tells the topic of the email message.
A. subject B. inbox C. mouse
- _____. 9. Where do you see emails you receive?
A. inbox B. keyboard C. screen
- _____. 10. The message of an email is written in the _____.
A. body B. folder C. browser
- _____. 11. Your classmate is using the computer first. What should you do?
A. Push the classmate B. Wait for your turn C. Turn off the computer
- _____. 12. You see a warning that the computer has a virus. What should you do?
A. Ignore it B. Tell the teacher or adult C. Delete the keyboard
- _____. 13. Is it right to open someone else's files without permission?
A. Yes B. No C. Sometimes
- _____. 14. Your friend asks for your password. What should you do?
A. Tell everyone B. Keep it secret C. Post it online
- _____. 15. You see a website that your teacher did not allow. What should you do?
A. Open it anyway B. Ask the teacher first C. Share it with friends
- B - Direction: Write TRUE if the statement is correct and FALSE if it is wrong.
- _____. 16. Email is used to send electronic messages.
- _____. 17. You can use email to communicate with others.

- _____. 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.

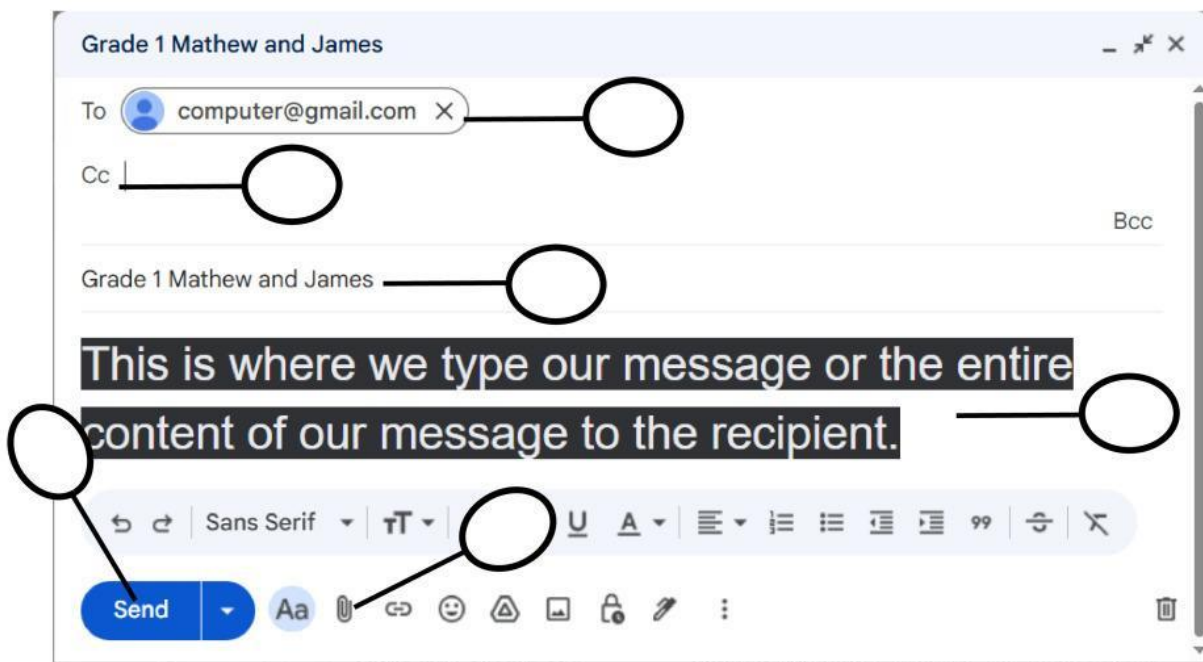
C - Direction: Choose the correct answer from the box to complete each sentence.
Choices in the Box:

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

God bless you

**Prepared by:
Sir. Christian**

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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 (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.