A. FILL IN THE BLANKS:

1. **Internet** is a worldwide network of millions all computers.
2. **Virus** is a possible danger to security.
3. The short form of malicious software is **Malware.**   .
4. A special set of rules that governs the behaviour officer communicating online is known as **Netiquette.**
5. E-mail stands for **Electronic mail.**
6. **Trash** Stores the deleted e-mail messages.
7. Google drive is my storage developed by **Google.**
8. A **Podcast** is an audio or video broadcast that is distributed on the internet.
9. PayPal is an example of **Payment service provider.**
10. **Wordpress com** is the most popular blogging service used today.

B. STATE TRUE(T) OR FALSE (F).

1. You can only send text in your e-mail. **False**
2. E-mails you receive go to your outbox. **False**
3. Podcatcher is an application software that is installed and used producers to access the podcast files.**True**
4. You cannot share the files you uploaded on google drive. **False**
5. E-commerce refers to buying and selling goods and services online. **True**
6. Every computer on the internet has a unique address. **True**
7. Netiquette is a set of rules that define the behaviour of a user while browsing or surfing the internet. **True**
8. BCC stands for back-dated carbon copy. **False**

C. TICK THE CORRECT OPTION:

1. _____is a type of software that secretly collects information about an online user.
   Ans: Spyware
2. BCC stands for_____
   Ans: Blind carbon copy
3. To come out from your e-mail account you have to click on the_____
   Ans: sign out
4. _____website hosts a podcast.
   Ans: www.buzzbean.com

D. ANSWER THE FOLLOWING QUESTIONS:

1. **Write a short note on:**
   I. **E-commerce:-**Electronic commerce refers to buying and selling goods and services, or transmitting funds or data, online.
   II. **Podcast:-**A podcast is an audio or video broadcast that is distributed on the internet.
   III. **Attaching a file in your e-mail:-** for attaching a file in e-mail the following steps are as follow:
      1. Once you have written a text in your mail ,before sending it, **Attach Files** icon in the New message window. A dialog box will appear.
      2. Browse and select the file you want to send to the receiver.
      3. Click on Open button.
      4. Click on Send button. The message as well as the file attached will be sent to the receivers of that e-mail.

2. **Write any two advantages and disadvantages of internet?**
   Ans: Advantages of internet: i. Information, knowledge, and learning.
   ii. For Banking, bills, and shopping
   iii. Helpful in communication, and sharing our thoughts.

Disadvantages of internet: i. Addiction, time-waster, and causes distractions
ii. Bullying, trolls, stalkers, and crime
iii. Affects focus and patience

3. **Write any two disadvantages of internet?**
  Ans:-i Addiction, time-waster, and causes distractions
  ii. Bullying, trolls, stalkers, and crime
  iii. Affects focus and patience