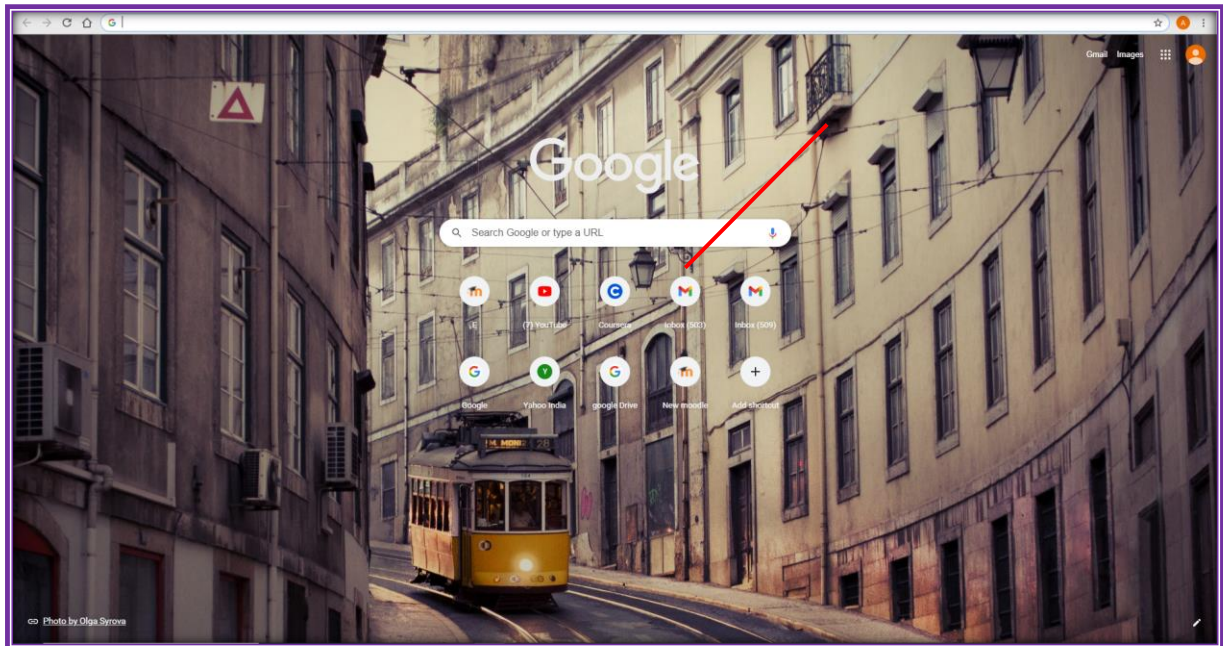


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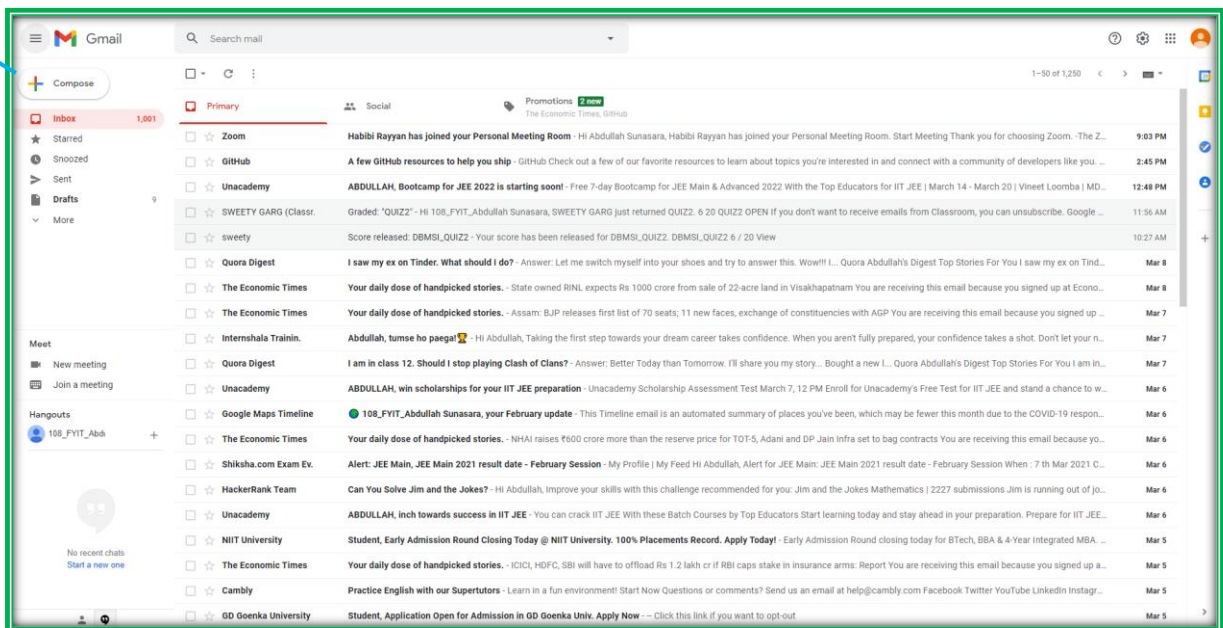
Practical No 4

Aim: Writing Email

Step 1: Open your Gmail



Step 2: Click on Compose to write a new Email

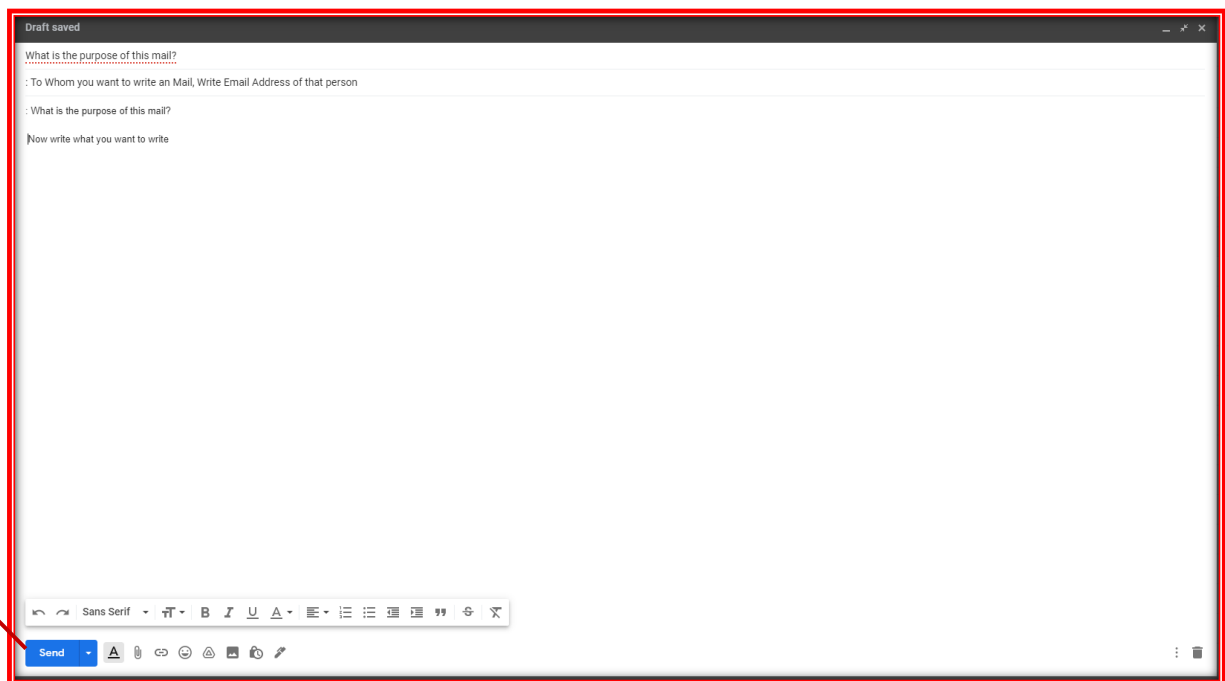


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Step 3:



A screenshot of a 'New Message' email composition window. The window has a title bar with standard window controls. Below the title bar, there are fields for 'To |' and 'Subject'. The main body of the window is a large, empty text area. At the bottom, there is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. A 'Send' button is located at the bottom left of the toolbar area.



A screenshot of a 'Draft saved' email composition window, which is highlighted with a red border. The window contains pre-filled text in the 'To' field: ': To Whom you want to write an Mail, Write Email Address of that person'. The 'Subject' field contains the text ': What is the purpose of this mail?'. The main body of the window contains the text 'Now write what you want to write'. The toolbar at the bottom is identical to the one in the 'New Message' window. A red arrow points from the left side of the page to the 'Send' button in the toolbar.

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Step 4: Sample Email:

