UDHNA CITIZEN COMMERCE COLLEGE &
SPB COLLEGE OF BUSINESS ADMINISTRATION &
SMT. DIWALIBEN HARJIBHAI GONDALIA COLLEGE OF BCA AND I.T.
(Self Financed College Affiliated To VNSGU, Surat)
(Managed By Udhna Academy Education Trust, Udhna)
214, Ranchhodnagar, Opp. Swaminarayan Temple, Surat-Navsari Road, Udhna, Surat – 394 210
(B.COM./B.B.A./B.C.A.)

:: B.C.A. PROGRAMME ::

CERTIFICATE

This is to certify that Mr. / Miss. _____

of Class _____ Semester_____ Roll No._____

Exam/Seat No. _____ has satisfactorily completed his / her software

laboratory work in the subject _____

paper no. _____ during the academic year _____ .

He / She has completed _____ programs out of _____.

Date:

Faculty Name: **Head Of the Dept.**

Sign:

Examiner:

Date:

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FDS(FUNDAMENTAL DIGITAL SKILLING (106)

Assignment (Journal)
Name: Farhan Imran Saiyed
Class: F.Y. BCA
Div: B
Roll No: 244120
Subject: FDS

QUE NO – 1

Perform following tasks using google mail:

1. Create email
2. Writing a new email
3. Starring email
4. Adding signature in email
5. Create a label with the name "college"

ANS:

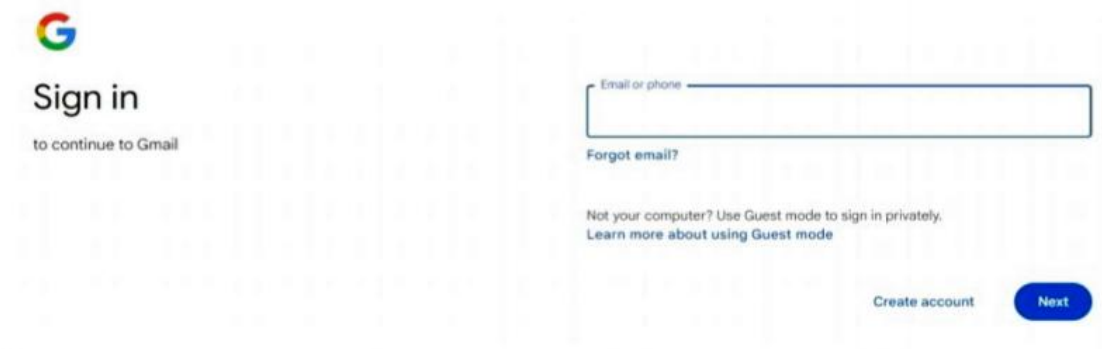• Writing a new email. Steps to Write a New Email in Gmail:

1.Log In to Gmail: o Open Gmail in your web browser. o Log in with your credentials if you aren't already logged in.

2.Compose a New Email: o Click the "Compose" button on the left side of the Gmail interface.

3.Fill in the Email Details: o To: Enter the recipient's email address. o Subject: Type the subject of your email. o Body: Write your message in the body section.

4.Add Attachments (Optional): o Click the paperclip icon at the bottom of the compose window to attach files.

5.Send the Email: o Click the "Send" button.Programmatic Email Writing If you want to write a new email programmatically.

• Starring Email In Gmail Web Interface:
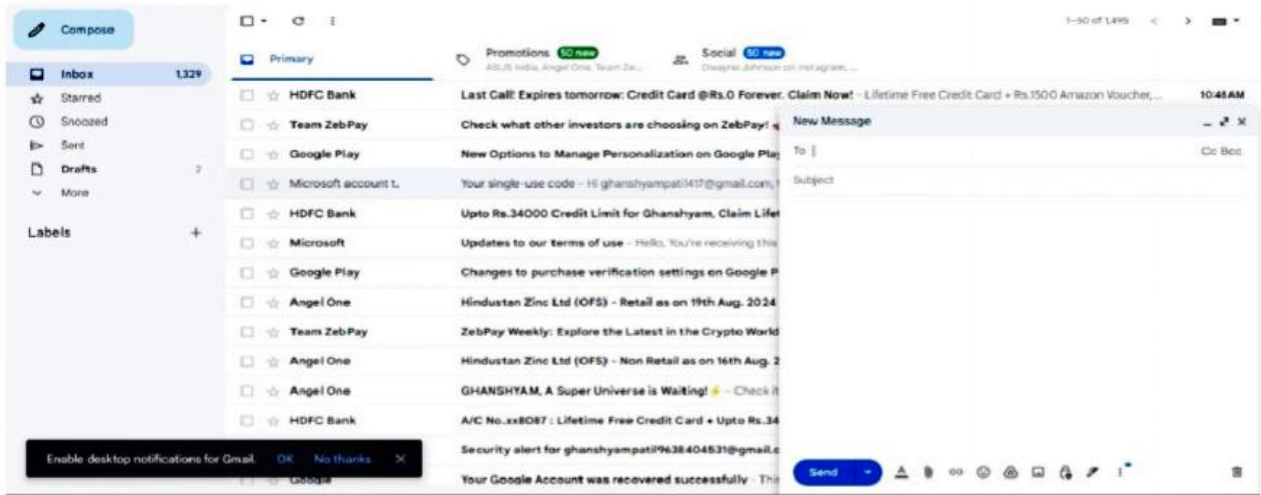
1. Log In to Gmail: o Open Gmail and log in if necessary.

2. Locate the Email: o Find the email you want to star in your inbox or any other folder.

3. Star the Email: o Click the star icon (★) next to the email subject line. Clicking it once will add a star; clicking it again will change the star's color or remove it.