



**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:

INDEX

SUBJECT: SEC-1: FUNDAMENTAL DIGITAL SKILLING (PRACTICAL) – 106

<u>No.</u>	<u>Particulars</u>	<u>Page No.</u>	<u>Sign.</u>
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”		
2	Create a document in Google Docs with following functionalities: 1. Font colour should be Red 2. Title should be Bold, Italic with font size 22 3. Insert watermark as your name 4. Use Header, Footer and Page Number 5. Set Top and Bottom margins 1 inch each		
3	Create a document in MS-Word with following functionalities: 1. Use Times New Roman font 2. Insert at least one table to enter students name and marks of 3 subjects 3. Use word count tool 4. Add ruler and Set Right and Left margins 1.5 inch each 5. Save a document file as PDF		
4	Perform following tasks using Google Drive: 1. File upload 2. File download 3. File sharing 4. File sorting		
5	Prepare a Power Point Presentation on “ <i>Computer</i> ” with following functionalities: 1. Use any one available template 2. Insert at least one image 3. Use slide recording 4. Prepare presentation effective by using animations and transitions effects 5. Give slide number		

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:

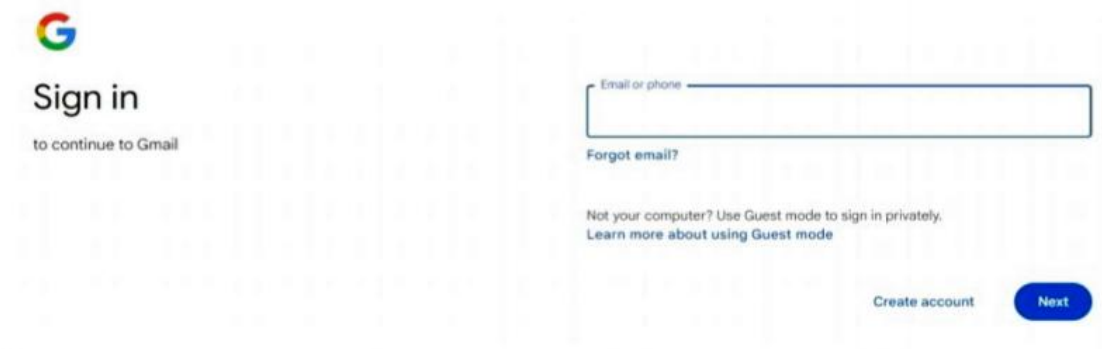
1. Log In to Gmail: o Open Gmail in your web browser. o Log in with your credentials if you aren't already logged in.

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.



Sign in

to continue to Gmail

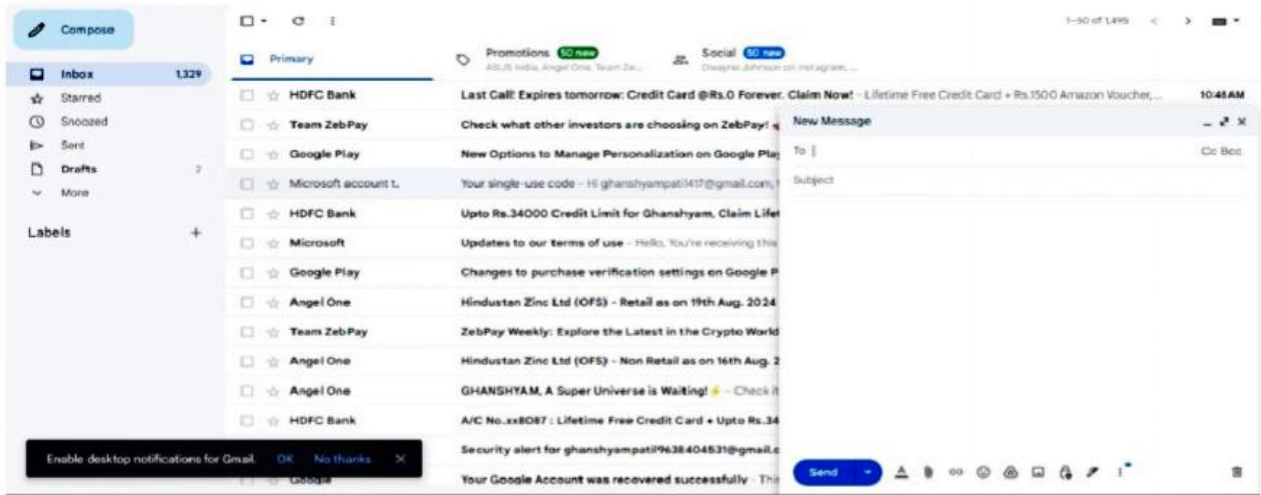
Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more about using Guest mode

Create account

Next



• 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.

