

## Grade 4 Term 3 Final Review Sheet

- What is an attachment in an email message? An attachment in an email message is a file that is added to an email message. This can include documents, images, audio files, and more.
- What is the purpose of using the Spell Check feature in an email message? The purpose of using the Spell Check feature in an email message is to correct spelling mistakes in the email.
- Why should you always type something in the Subject box when sending an email message? You should always type something in the Subject box when sending an email message to inform the recipient of the email's content and to ensure it is not marked as spam.
- What is the consequence of sending or downloading MP3 music files illegally? The consequence of sending or downloading MP3 music files illegally is that the sender of the email could face legal consequences.
- How can you open an attached file with a program of your choice? You can open an attached file with a program of your choice by clicking on the attached file and selecting a program from a list of options, or by saving the file on your computer and then using any program you like.
- What does it mean to use all capital letters in an email message? Using all capital letters in an email message means the email is considered to be shouting and is considered rude.

- What are the types of files that can be attached to an email message? The types of files that can be attached to an email message include text, image, music, video, and document files.
- How can you attach a file to an email message? You can attach a file to an email message by clicking on the Attach File button and selecting the file you wish to send.
- What are some email “rules” that should be followed before sending an email message? Some email “rules” that should be followed before sending an email message include always checking the email for spelling and grammar mistakes.
- How can you avoid spreading viruses through email messages? You can avoid spreading viruses through email messages by using an antivirus program to scan email messages and attachments.