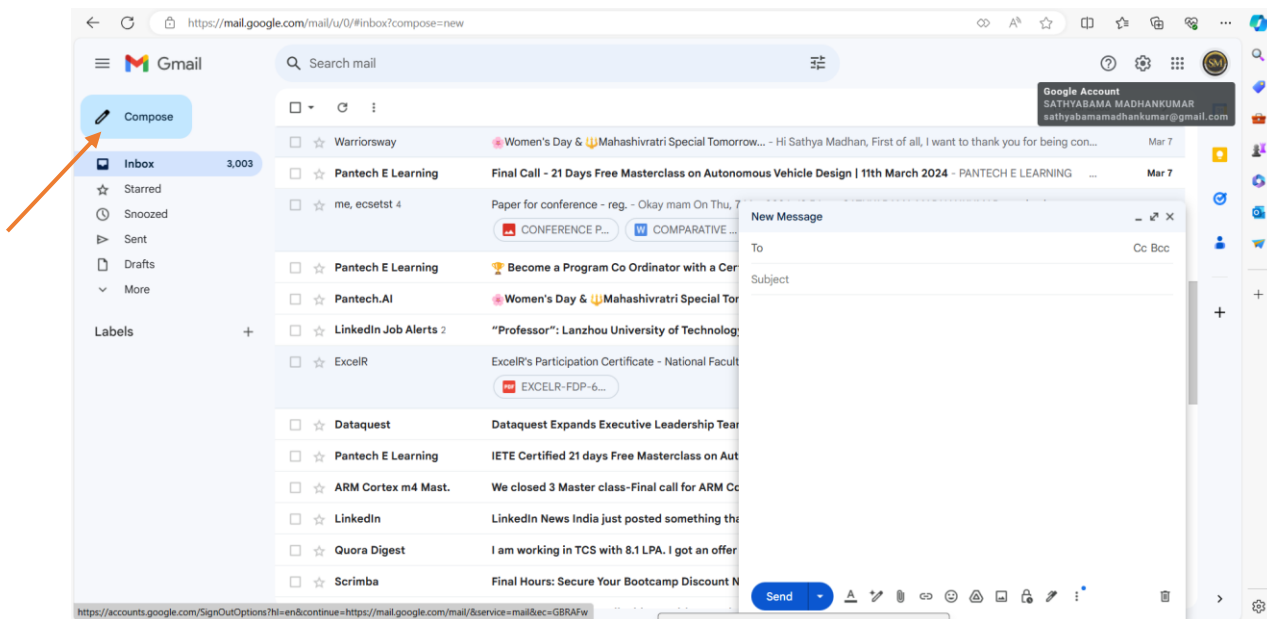


1. Demonstrate e-mail working (Sending, Receiving, Forward)

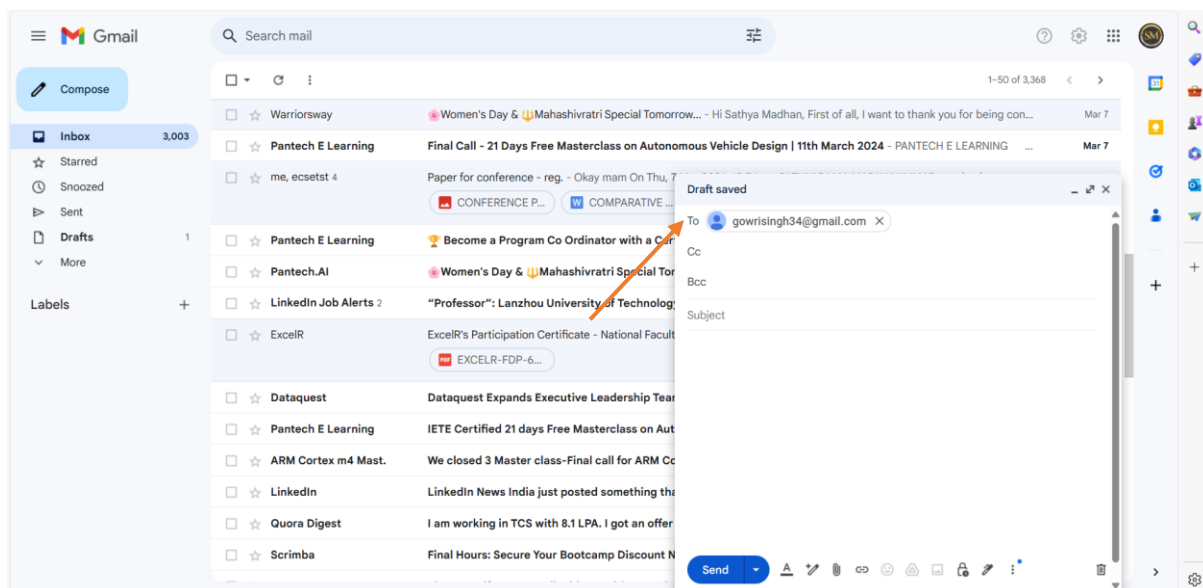
Sending E - Mail

Step 1: Log in to your email using any web browser like Chrome, Firefox, etc.,

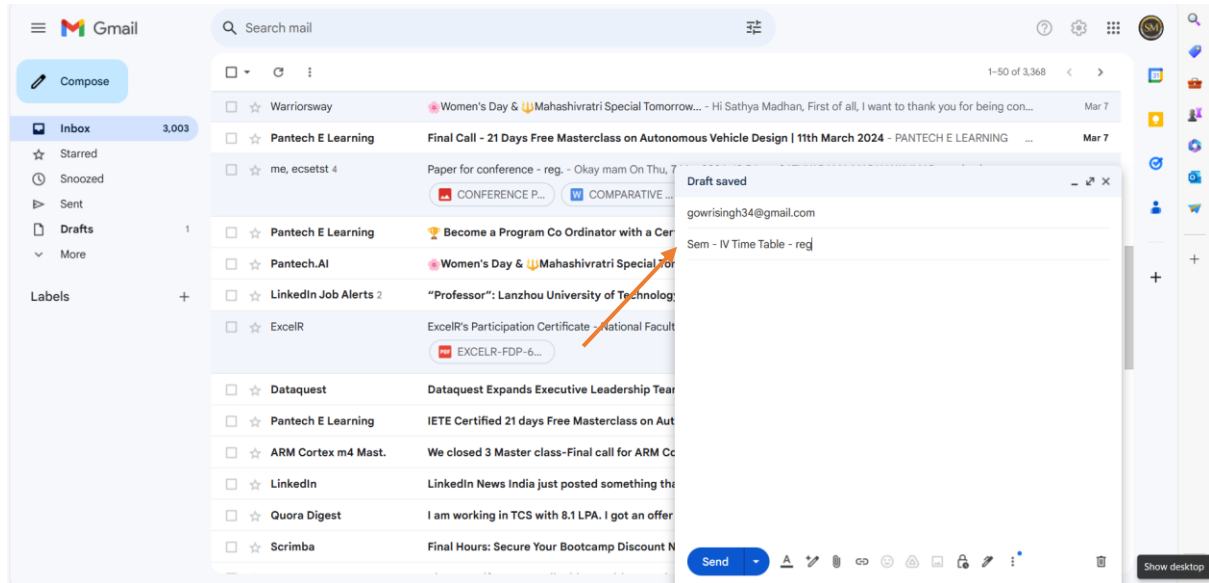
Step 2: Click on Compose Button. This will open a new pop-up window where you can compose your email.



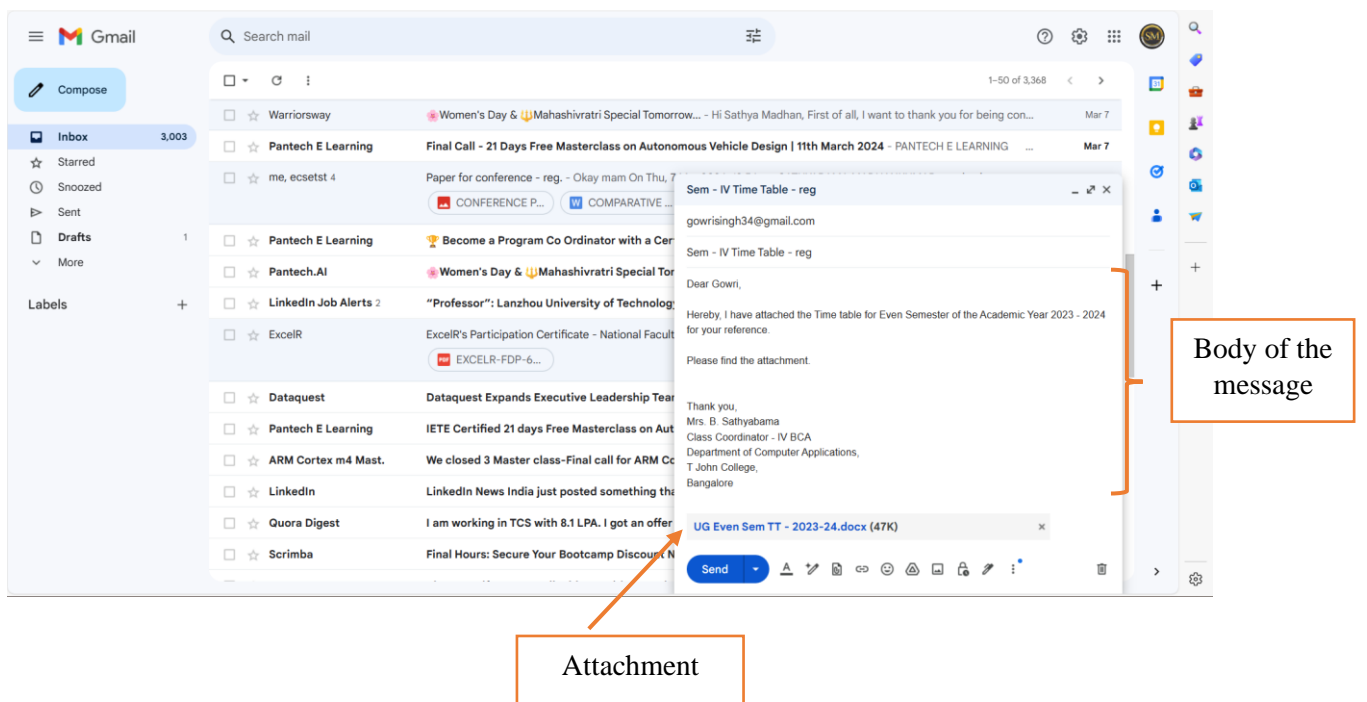
Step 3: Mention the recipient's mail ID in "To". (If required, use "Cc" or "Bcc" to include others)



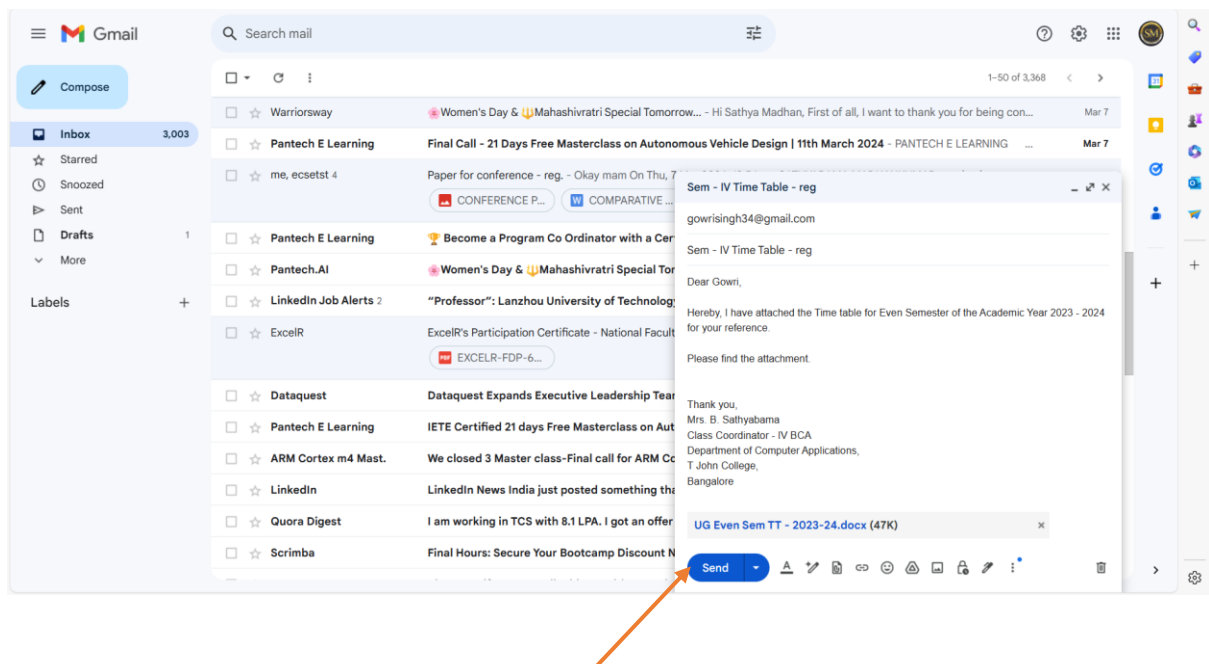
Step 4: Write a subject of email



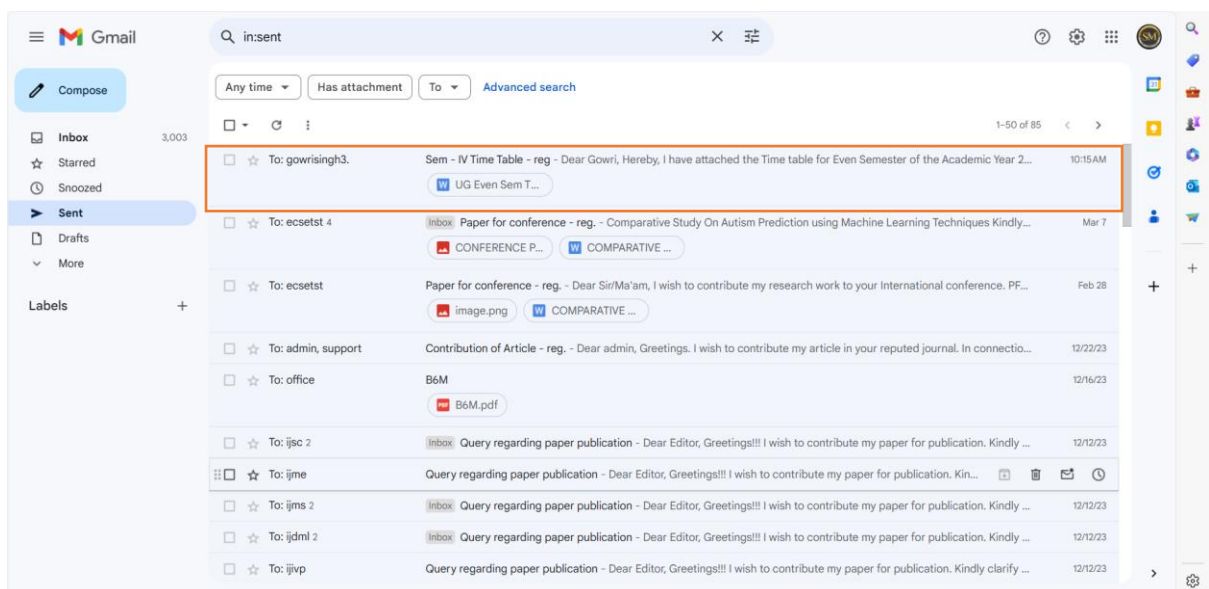
Step 5: Compose the body of your message with necessary "attachements"



Step 6: Send the mail by clicking on “Send” Button

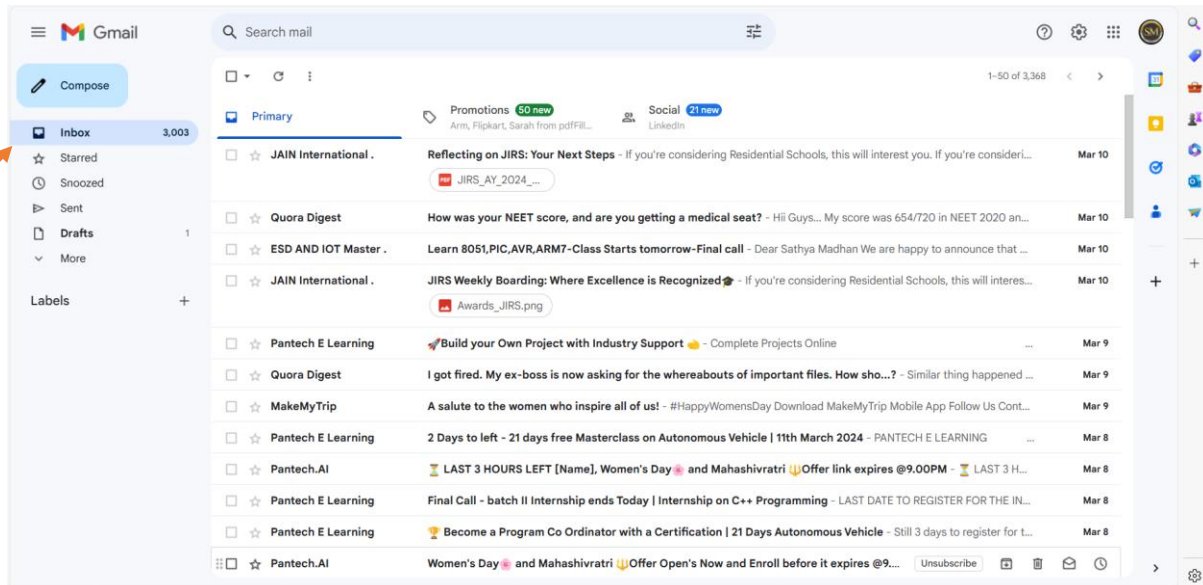


Step 7: Check the “Sent Items” to confirm whether the mail has been sent or not



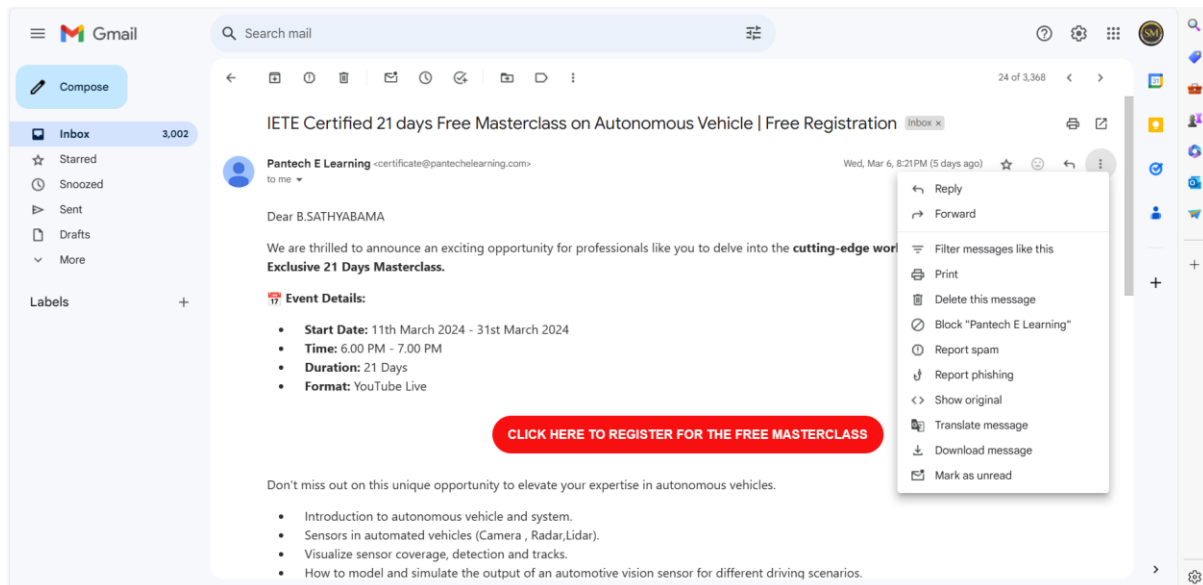
Receiving E - Mail:

Step 1: Click on “Inbox” to check received mails.

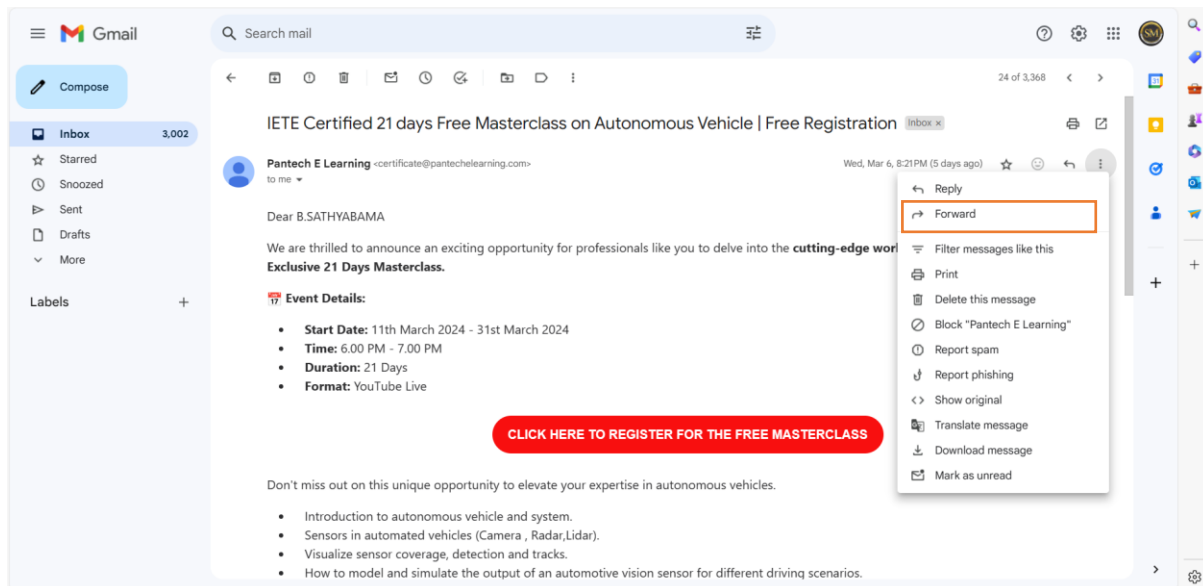


Forwarding E -mail:

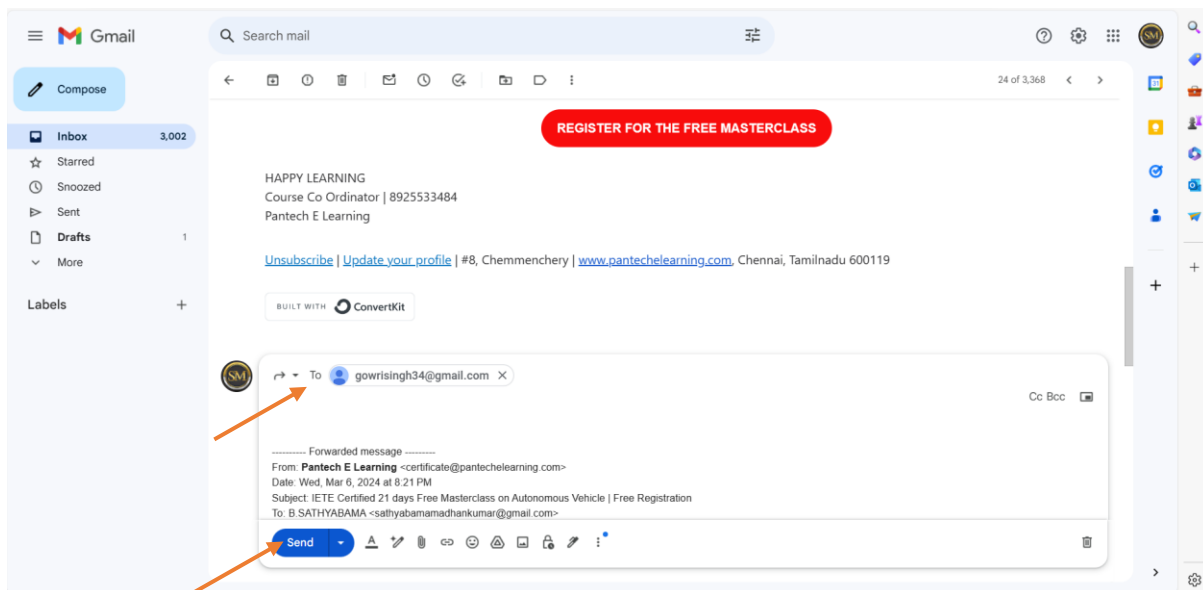
Step 1: Open the mail which is to be forwarded to others and click on the three dots icon (To right corner of the mail) to find the forward option



Step 2: Click ok forward button




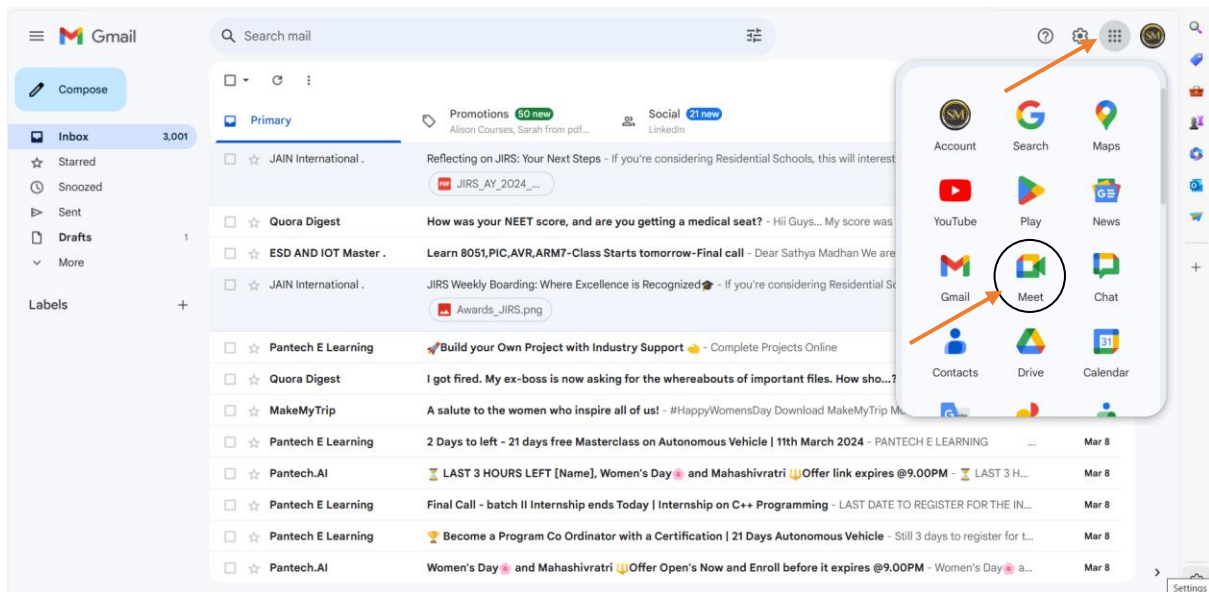
Step 3: Type the recipient's mail id in “To” and click on “Send” button to forward the mail.




2. How to create, organize meeting in Zoom/Google meet

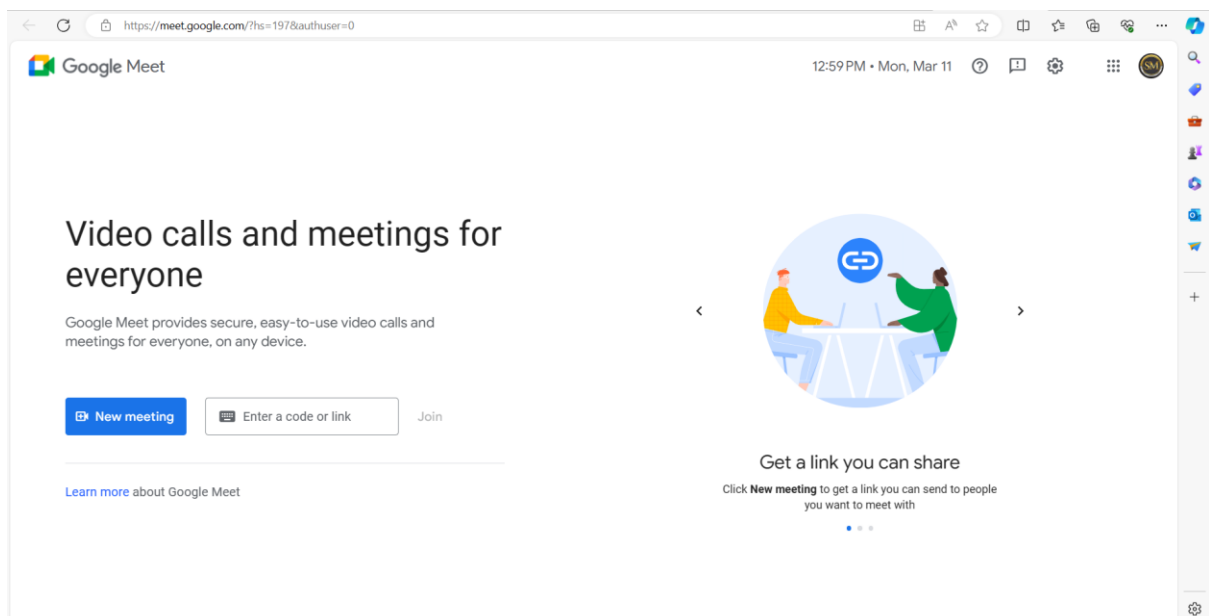
Step 1: Log in to your email using any web browser like Crome, Firefox, etc.,

Step 2: Click on  icon (appears in top right corner of the window) to select meet app



 **New meeting**

Step 3: Click on  icon to launch new meeting in three different options.



Option – 1 - Create a meeting for later

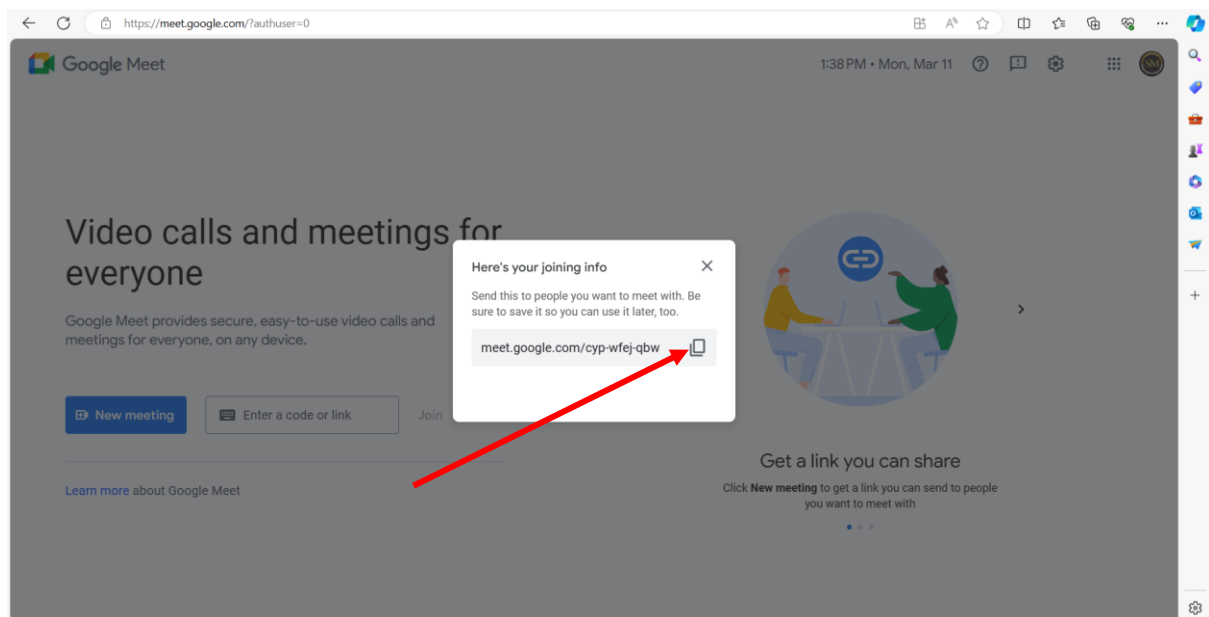
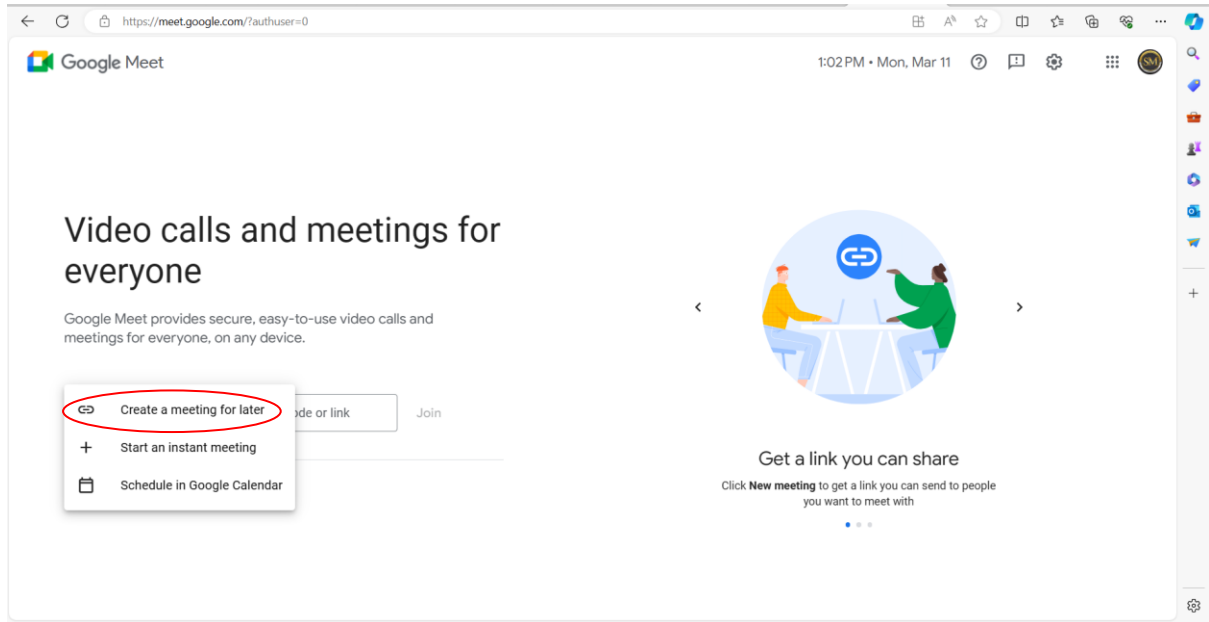


Create a meeting for later

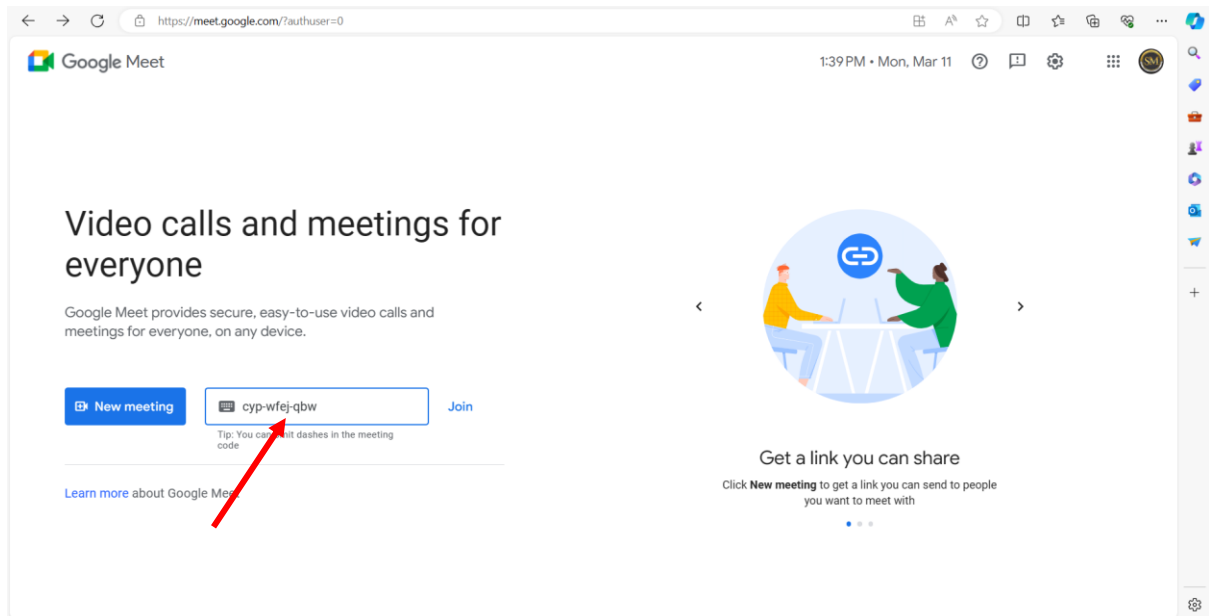
Step 4: Click on

meeting code **can be reused** whenever we need in future)

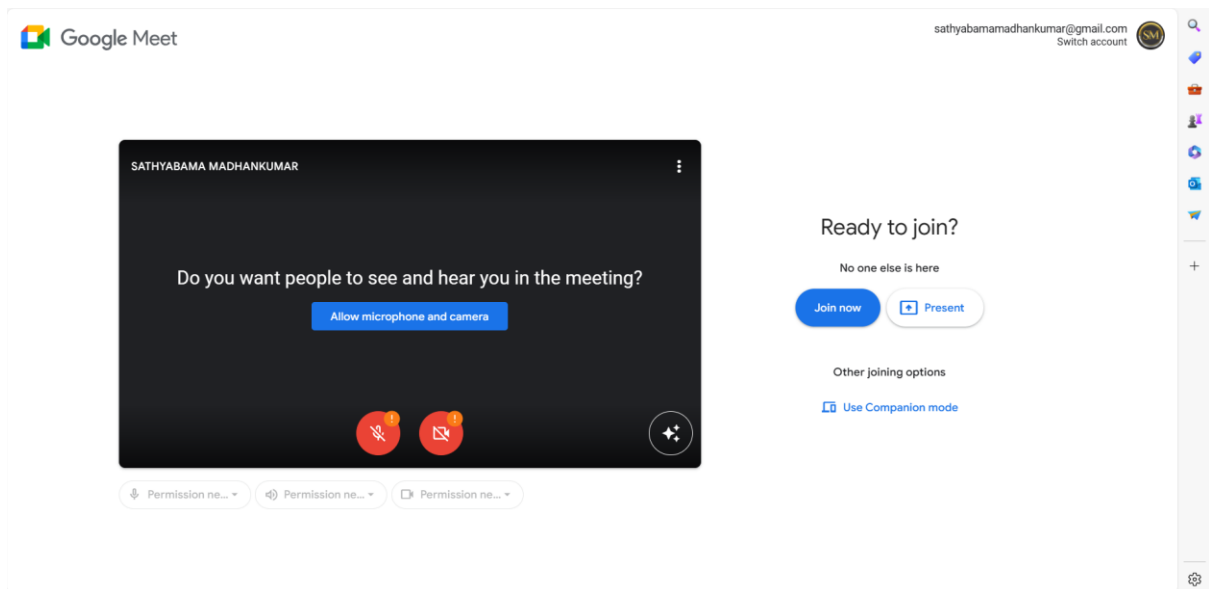
icon and copy the meeting code. (Same



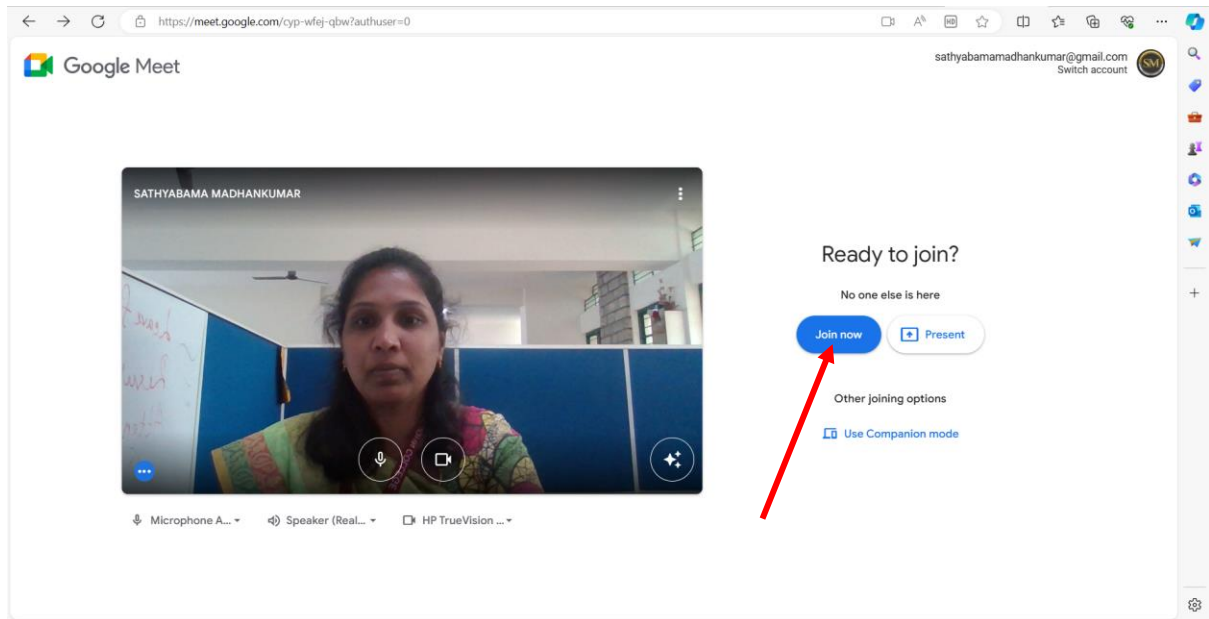
Step 5: Enter the last 10-digit code which was copied in the last step. Click on “Join”



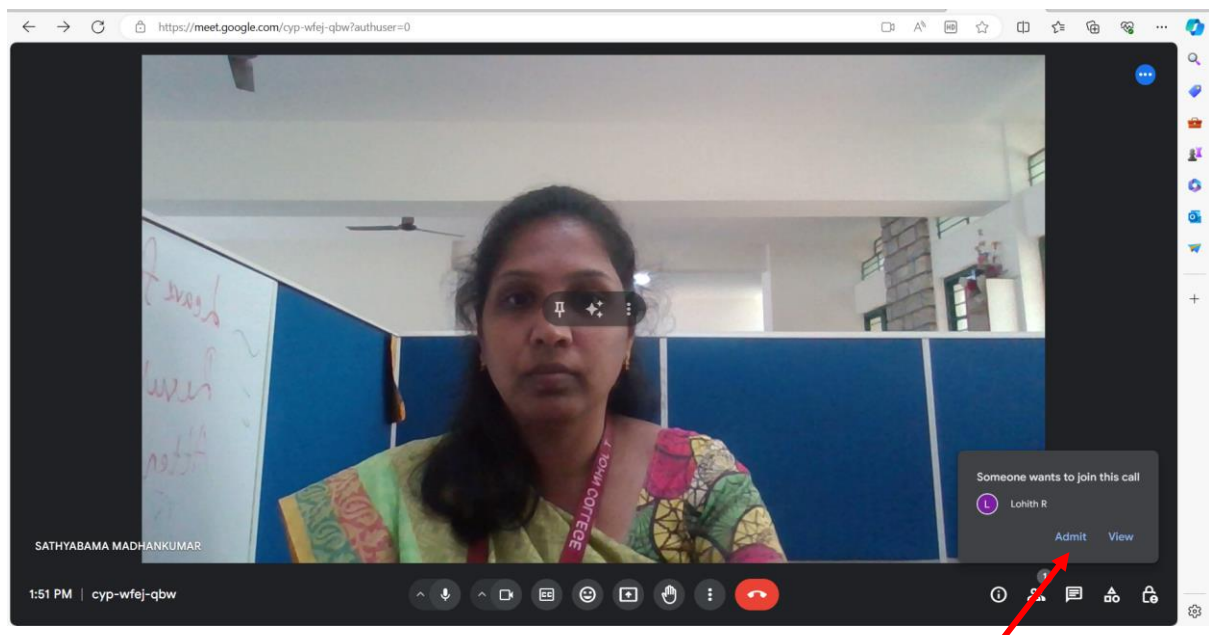
Step 6: Before joining the meeting click on “Allow microphone and camera” to make the people to hear and see you.

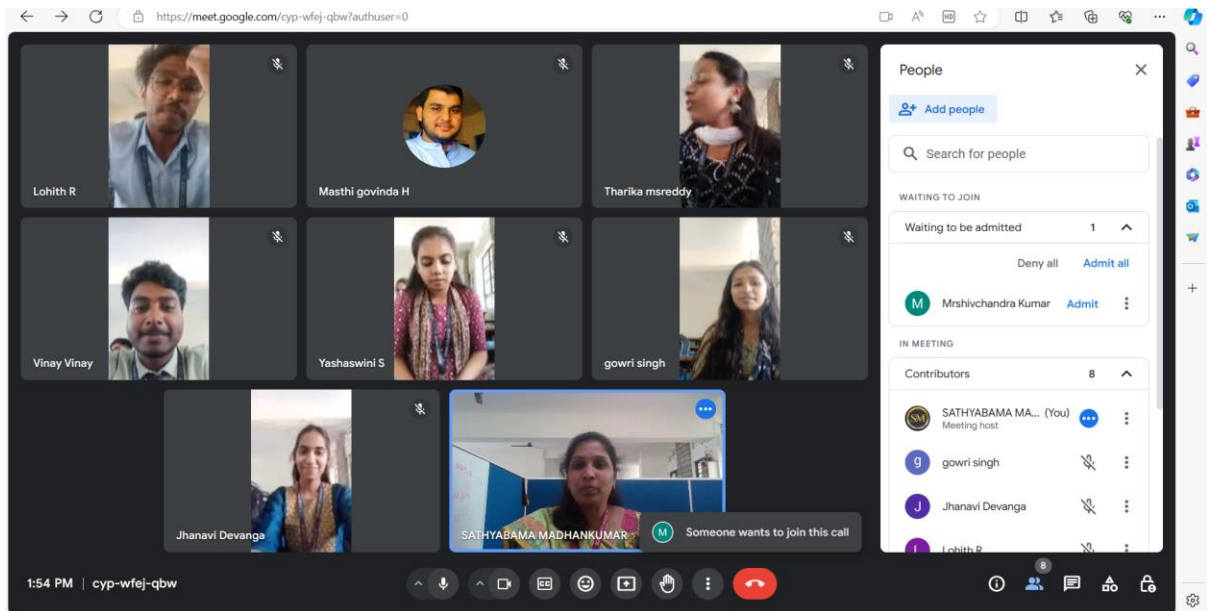


Step 7: Click in “Join now” Button

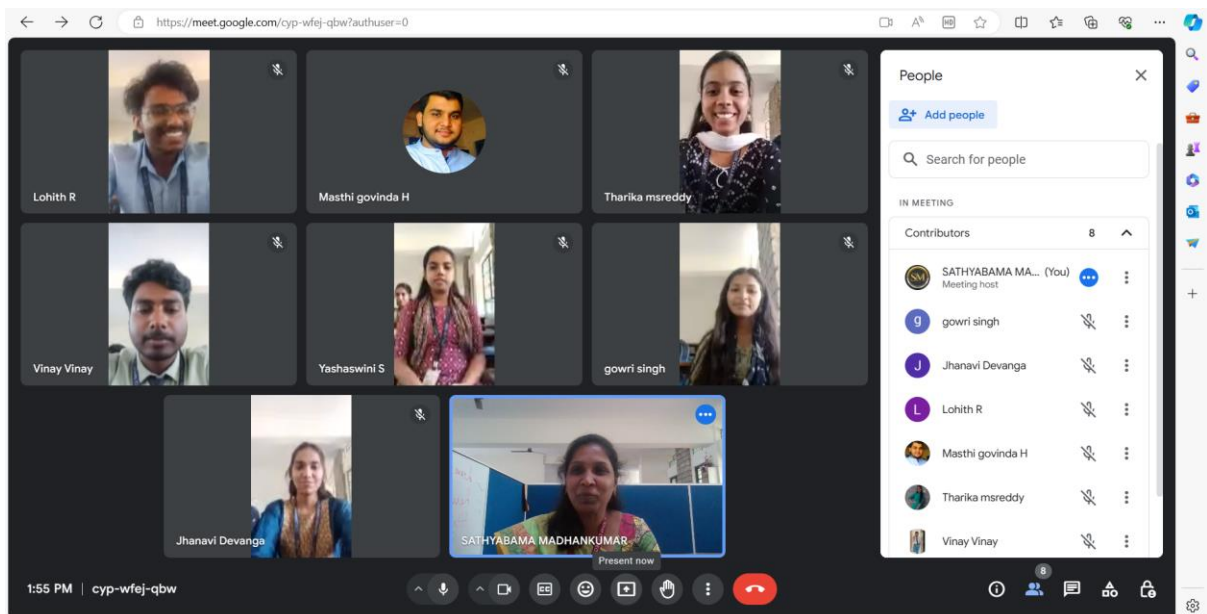
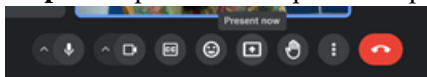


Step 8: Admit the participants to join the meeting

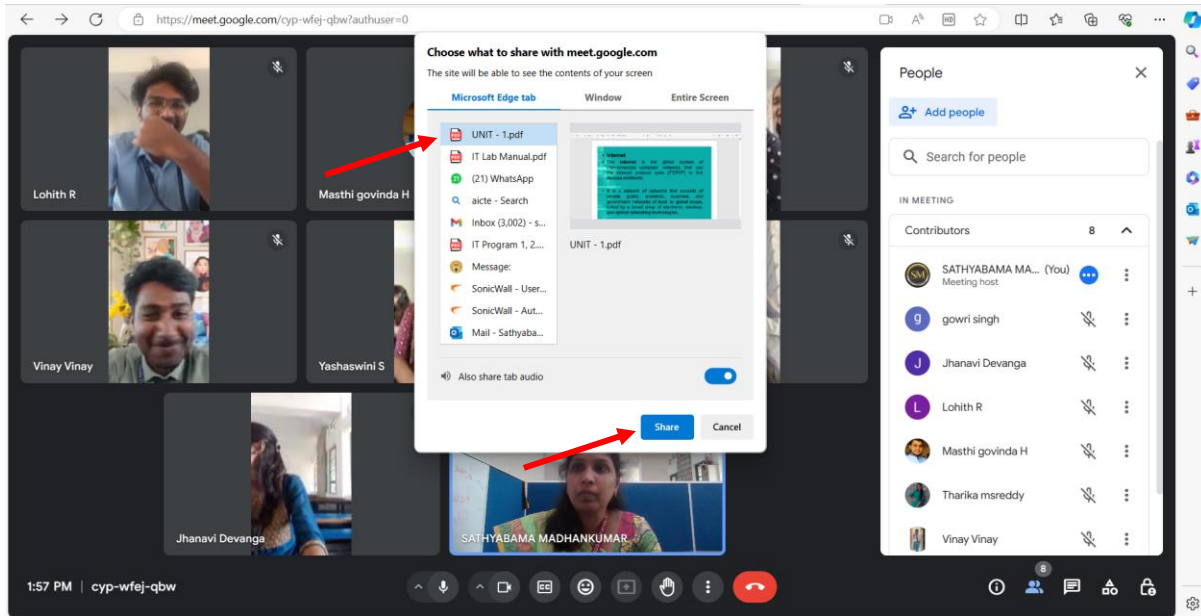




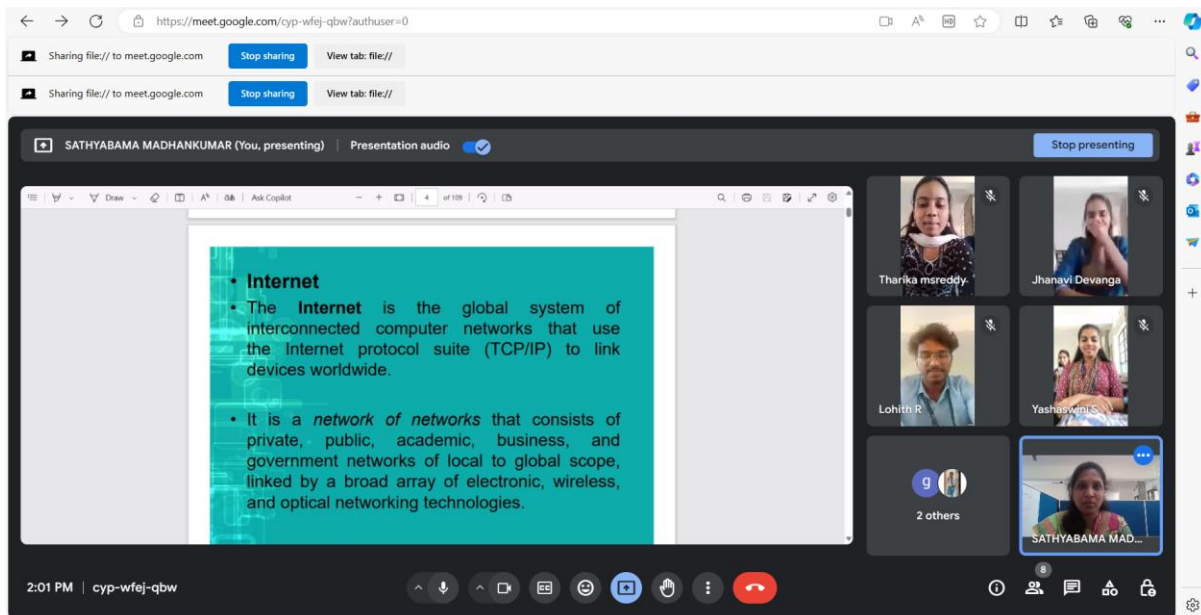
Step 9: To present the topic to the participant, click in “Present now” icon



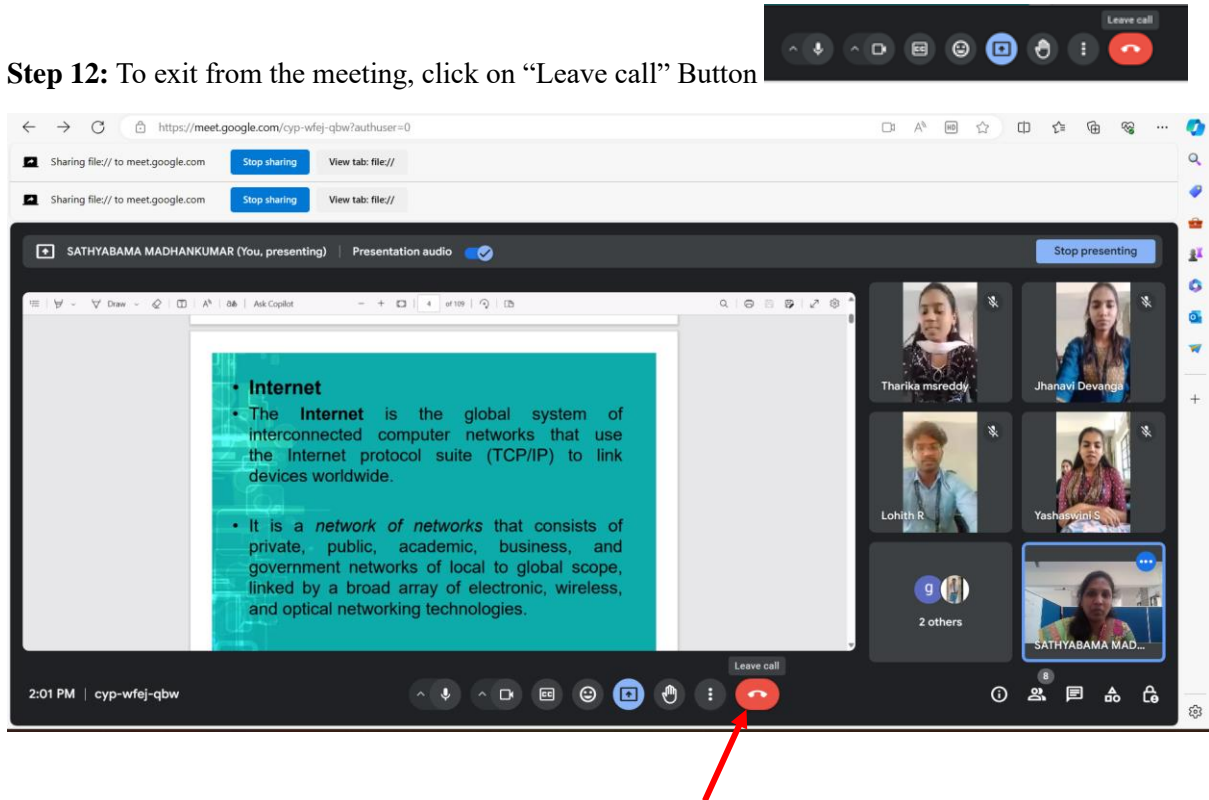
Step 10: Select to appropriate document and click on “Share” button.



Step 11: Now the document will get presented to the participants.



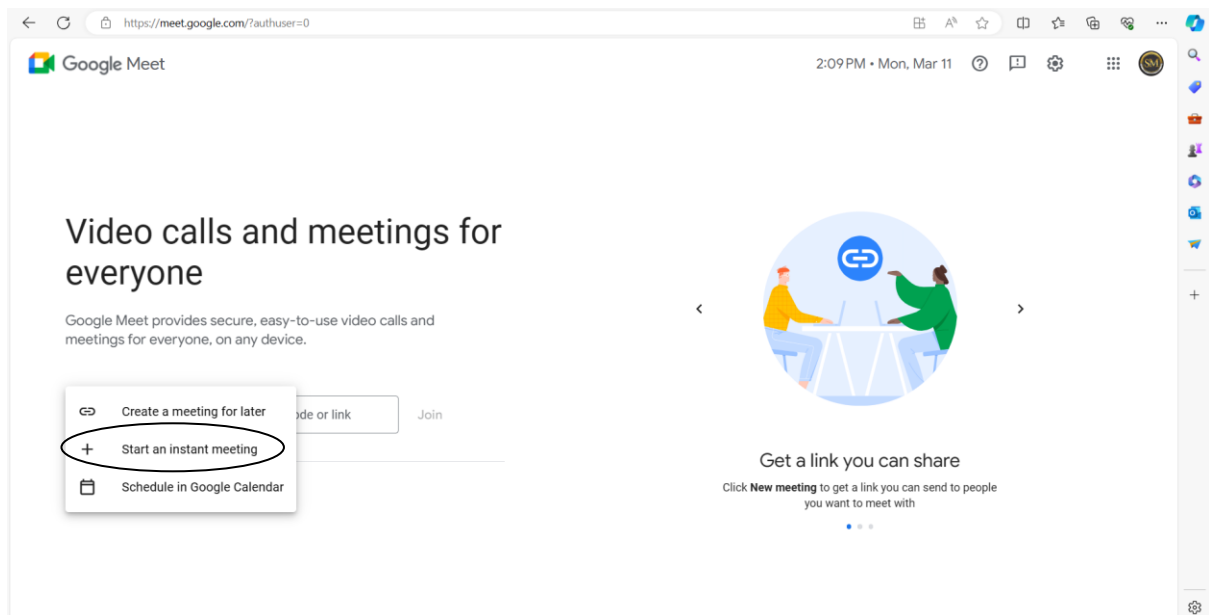
Step 12: To exit from the meeting, click on “Leave call” Button



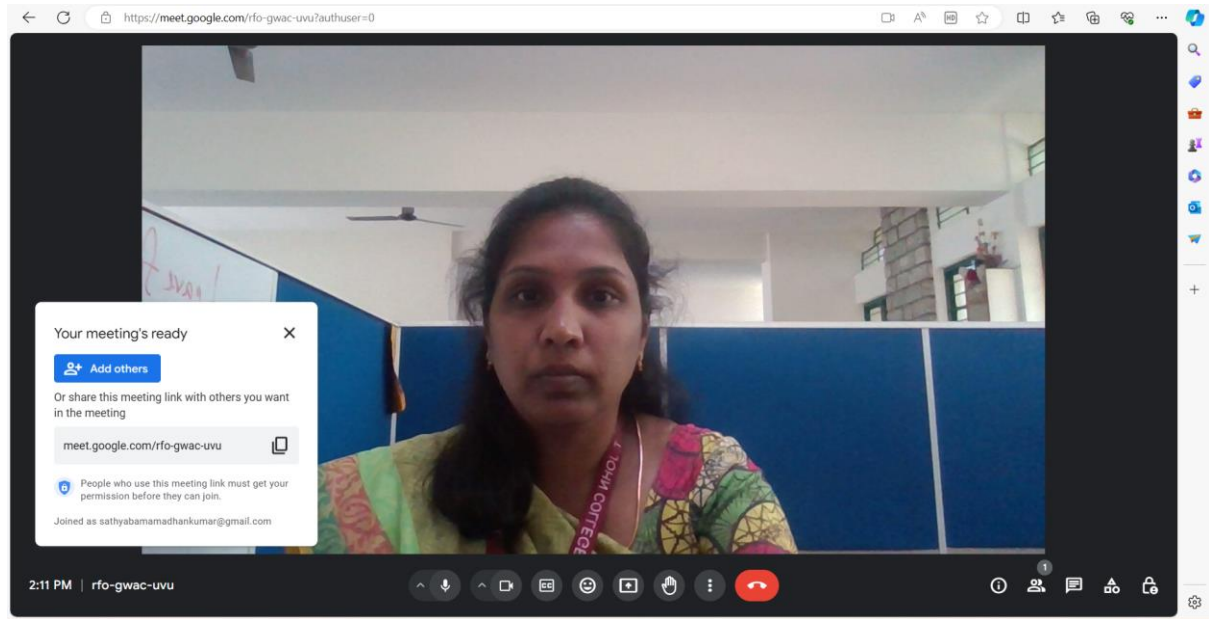
Option – 2 – Start an instance meeting.

(This meeting code cannot be reused)


Step 1: Click on  Start an instant meeting button to start an instant meeting

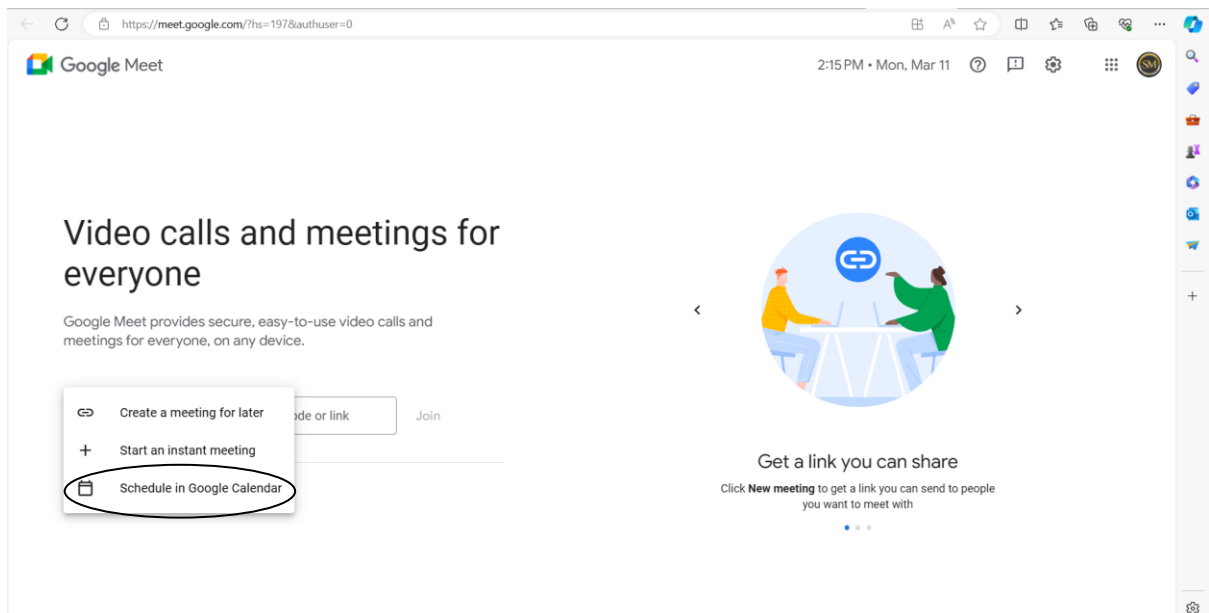


Step 2: Copy the meeting code and share it to the participants.



Option – 3 – Schedule in Google Calendar

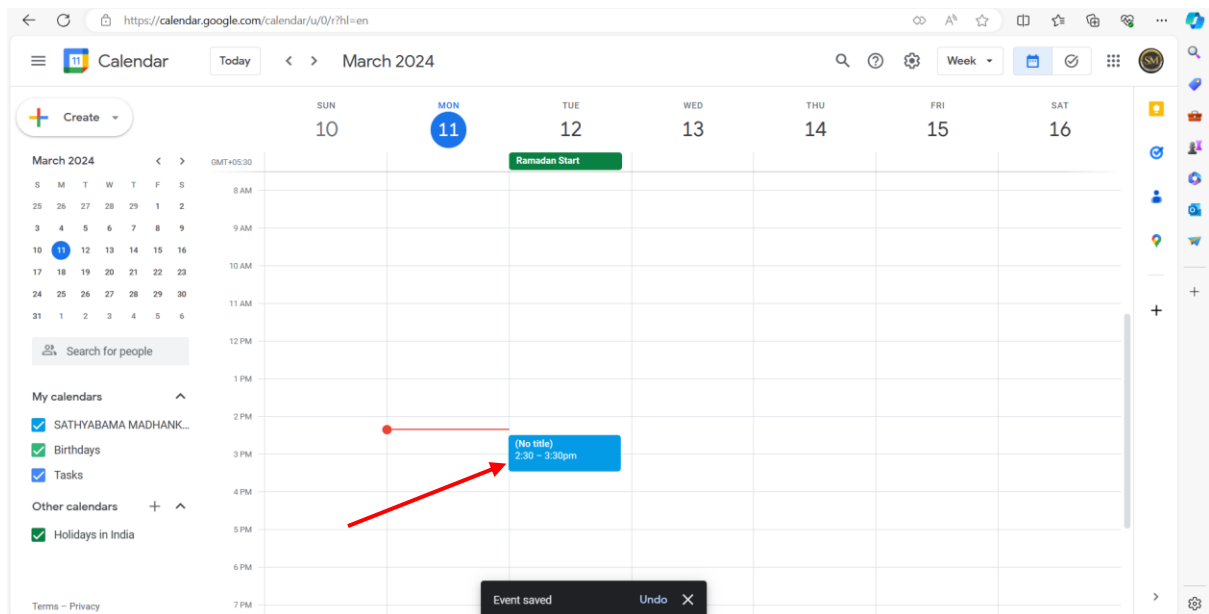
Step 1: Click on  **Schedule in Google Calendar** button to schedule the meeting to be conducted in future.



Step 2: Add Title, date, time, and description. Click on “Save” button.

The screenshot shows the Google Calendar event creation interface. At the top, the title field contains "Remainder for meeting." and the "Save" button is visible. Below the title, the date and time are set to "Mar 12, 2024" from "2:30pm" to "3:30pm". The "All day" checkbox is unchecked, and the "Does not repeat" option is selected. The "Event details" section includes a "Join with Google Meet" button, a location field, a notification set to "30 minutes", and a description field containing "You have a Class meeting." The "Guests" section shows "Add guests" and "Guest permissions" with checkboxes for "Modify event", "Invite others", and "See guest list". Red arrows point to the title, date/time, and description fields, and a blue arrow points to the "Save" button.

Step 3: Now event is saved in the calendar.



3. Create a form by using various attributes of the input tags (text box, multiline textbox, option button, check box)

```
<!DOCTYPE html>

<html>

<body>

<h1 style="color:red">The various attributes of the input tags</h1>

<form>

Name: <input type="text" id="fname" name="fname">

<br><br>

Gender:

<input type="radio" name="gender" value="F"> Female

<input type="radio" name="gender" value="M"> Male

<br><br>

Address:

<br><br>

<textarea rows="5" cols="50" name="address"> Enter address here... </textarea>

<br><br>

Select a Course:

<br> <br>

<input type="checkbox" name="C++" value="on"> C++

<br>

<input type="checkbox" name="C#" value="on"> C#

<br>

<input type="checkbox" name="JAVA" value="on"> JAVA

<br><br>

<input type="button" onclick="alert('Saved!!!)" value="Click Me!">

</form>

<br><br>

</body>

</html>
```

Input form:

The various attributes of the input tags

Name:

Gender: ☐ Female ☐ Male

Address:

Enter address here...

Select a Course:

- ☐ C++
☐ C#
☐ JAVA

Output form:

The various attributes of the input tags

Name:

Gender: ☒ Female ☐ Male

Address:

Gottigere
Bangalore
Karnataka

Select a Course:

- ☒ C++
☒ C#
☐ JAVA

This page says

Saved!!!

4. Create a simple HTML page by using some of the basic tags (hyperlink, marquee, image)

```
<html>

<head>

<title> HTML Basic tags</title>

<body style="background-color:powderblue;">

<h1>HTML is the basis for web pages. Understanding HTML is essential for a front-end
developer. Take HTML courses online to learn the skills.</h1>

<a href ="https://www.edx.org/">Click here to discover more details</a>

<br><br>



<marquee scrollamount="8" style="color:red;" > Career opportunities : Digital designer
Web architect Web design specialist Web designer Web developer
Webmaster </marque>

</body>

</head>

</html>
```

Output:

HTML is the basis for web pages. Understanding HTML is essential for a front-end developer. Take HTML courses online to learn the skills.

[Click here to discover more details](https://www.edx.org/)



Career opportunities : Digital designer Web architect Web design specialist Web designer Web developer Webmaster