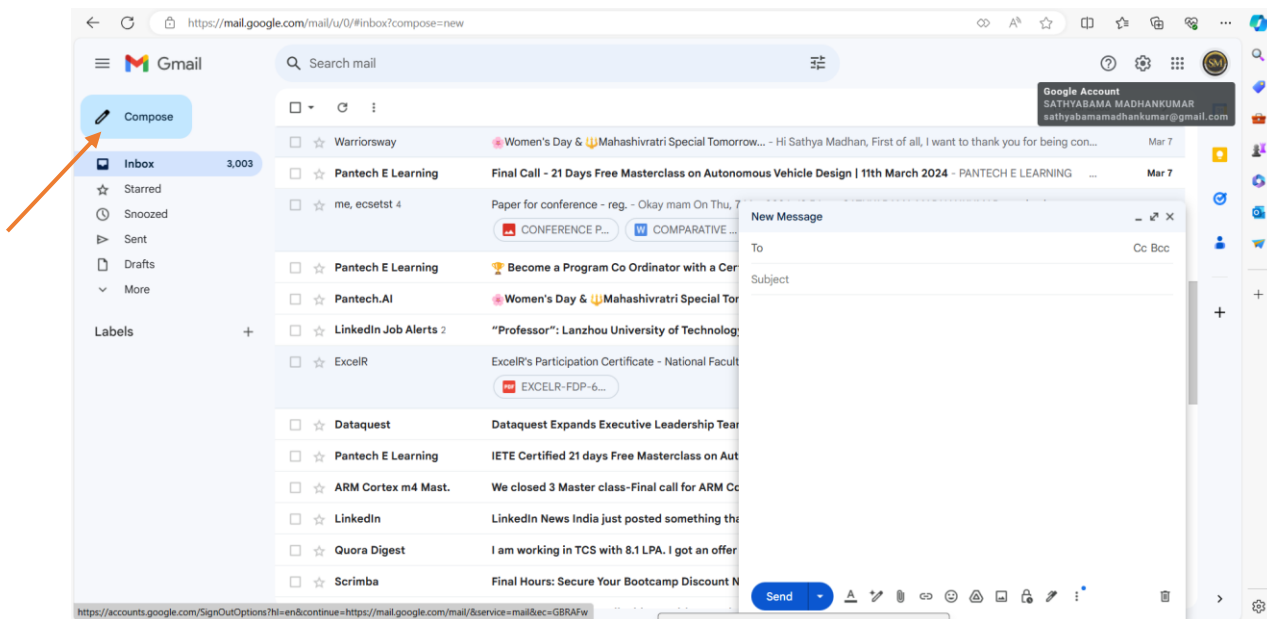1. **Demonstrate e-mail working (Sending, Receiving, Forward)**

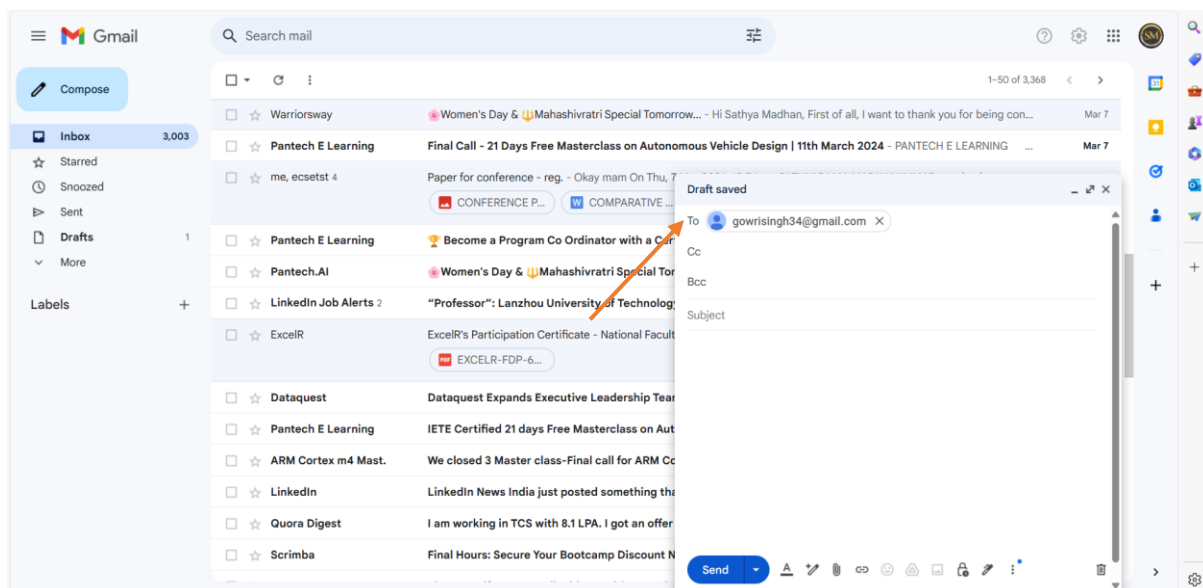# Sending E - Mail

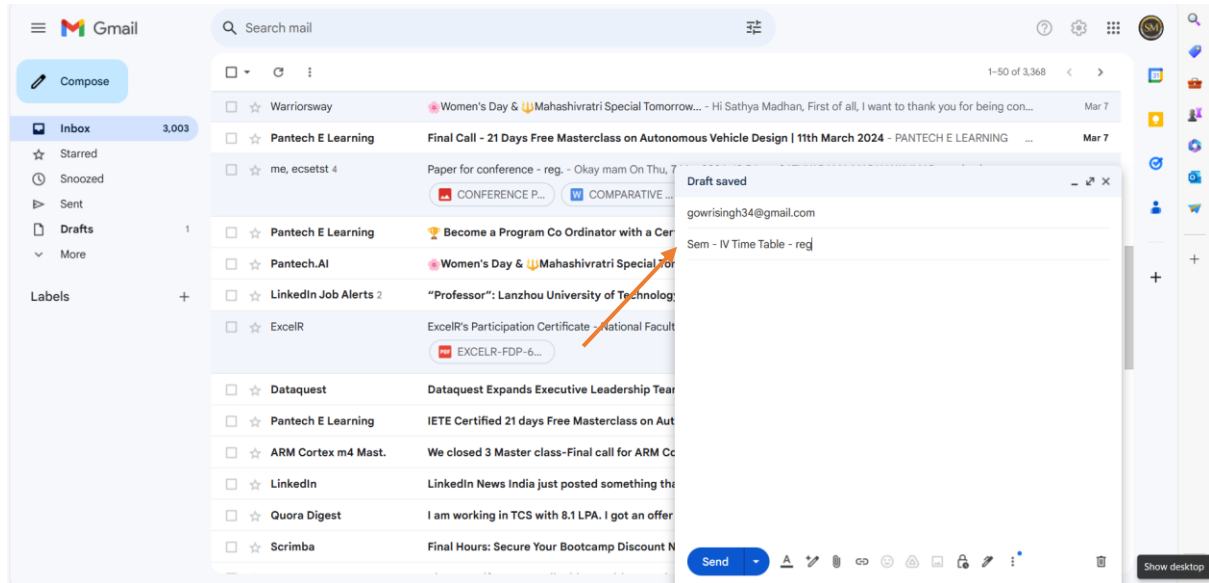**Step 1:** Log in to your email using any web browser like Crome, Firefox, etc.,

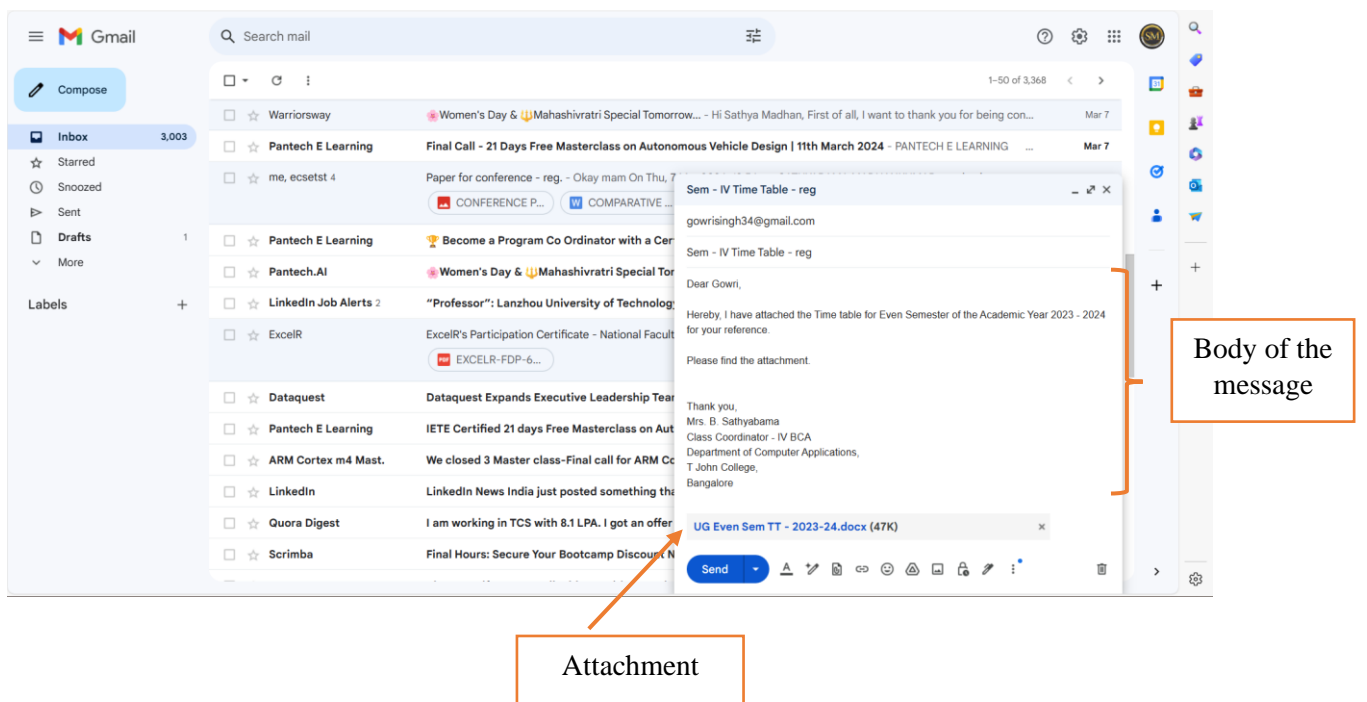**Step 2:** Click on Compose Button. This will open a new pop-up window where you can compose your email.

Step 3: Mention the recipient's mail ID in "To". (If required, use "Cc" or "Bcc" to include others)
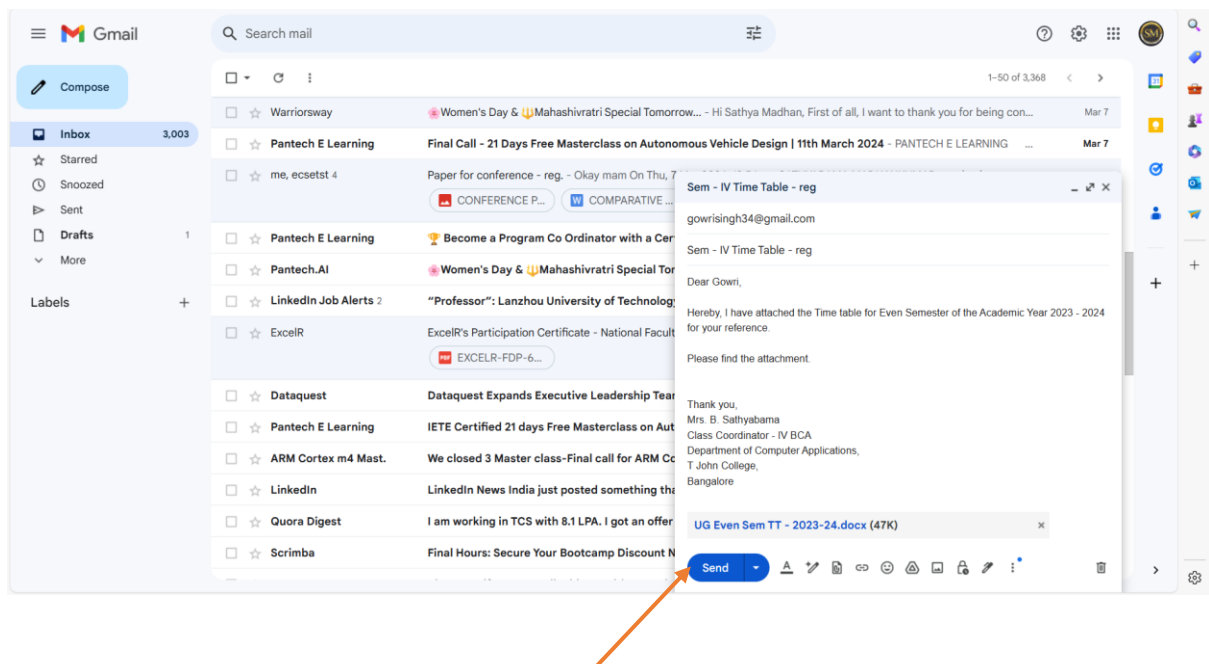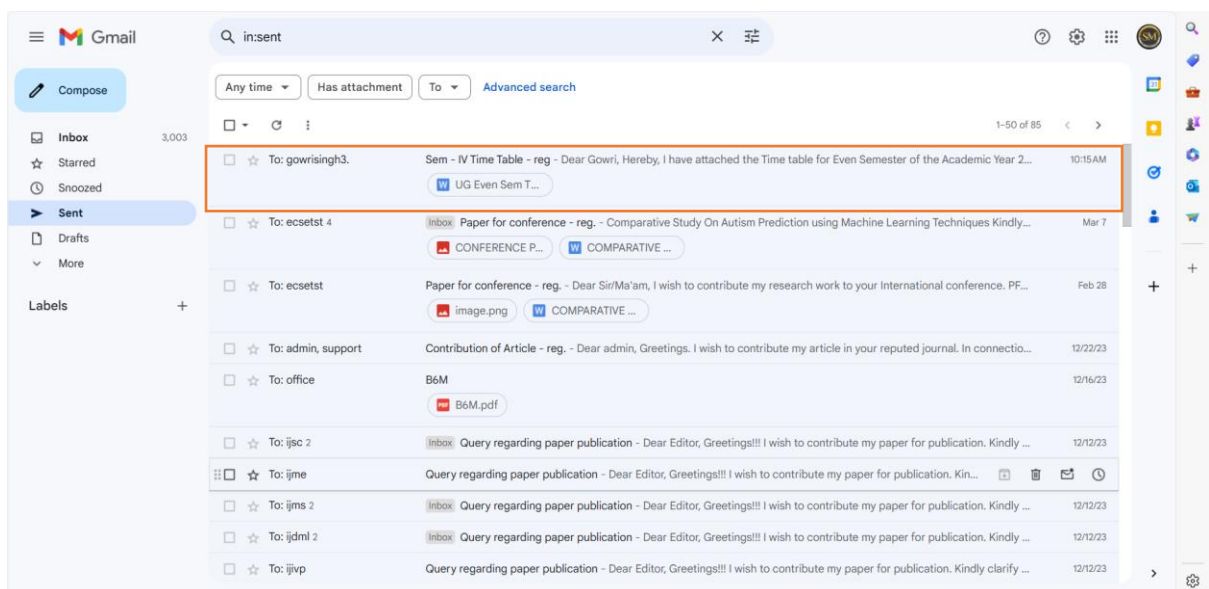
Step 4: Write a subject of email

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

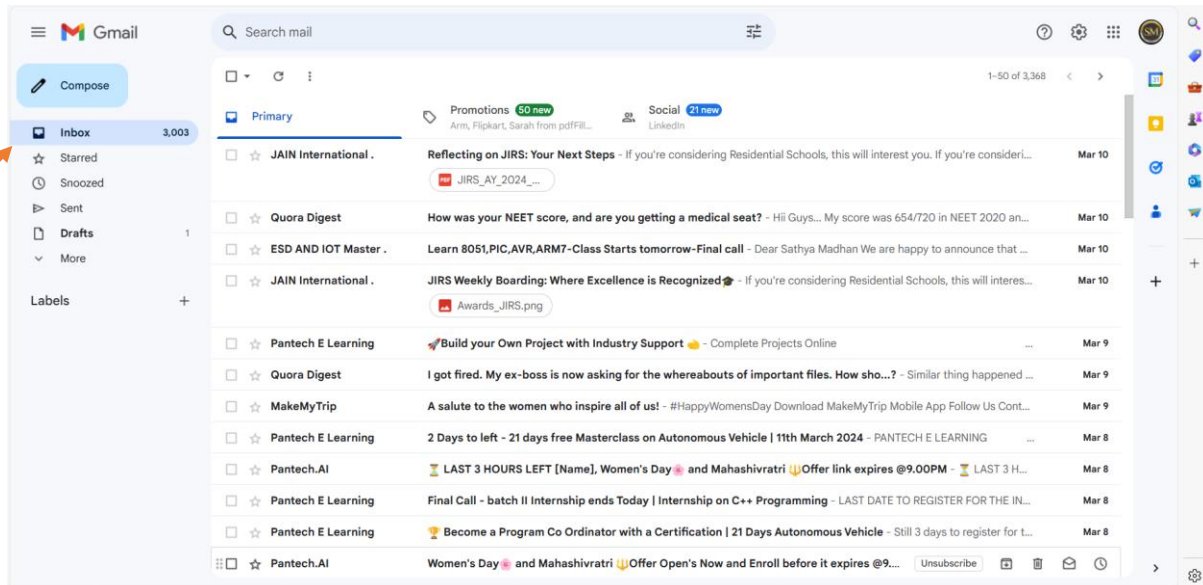**Step 6:** Send the mail by clicking on "Send" Button

Step 7: Check the "Sent Items" to confirm whether the mail has been sent or not
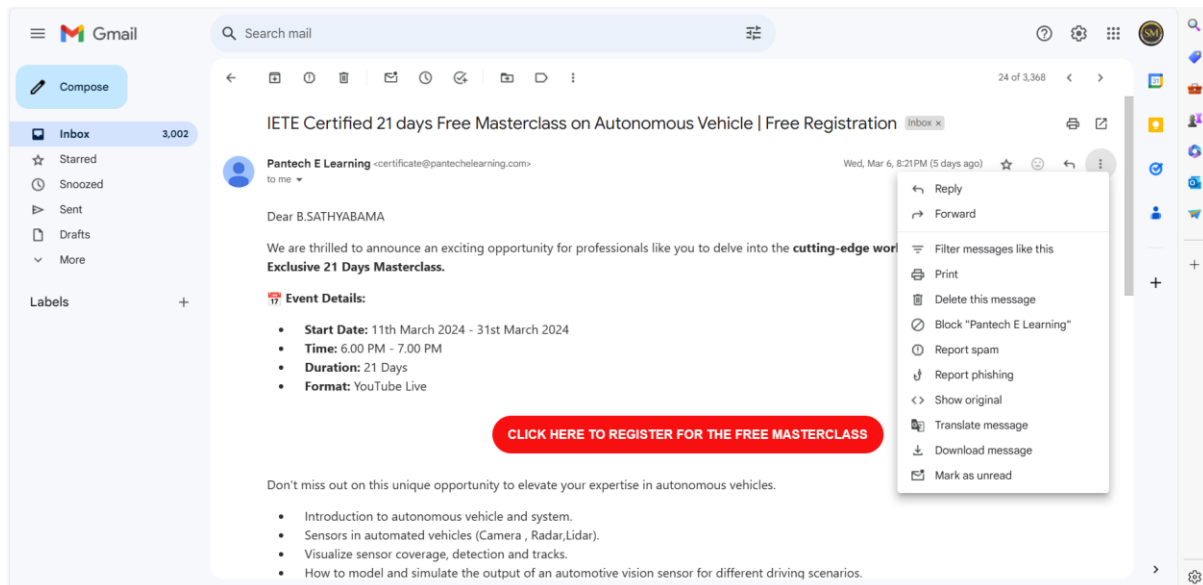
Receiving E - Mail:
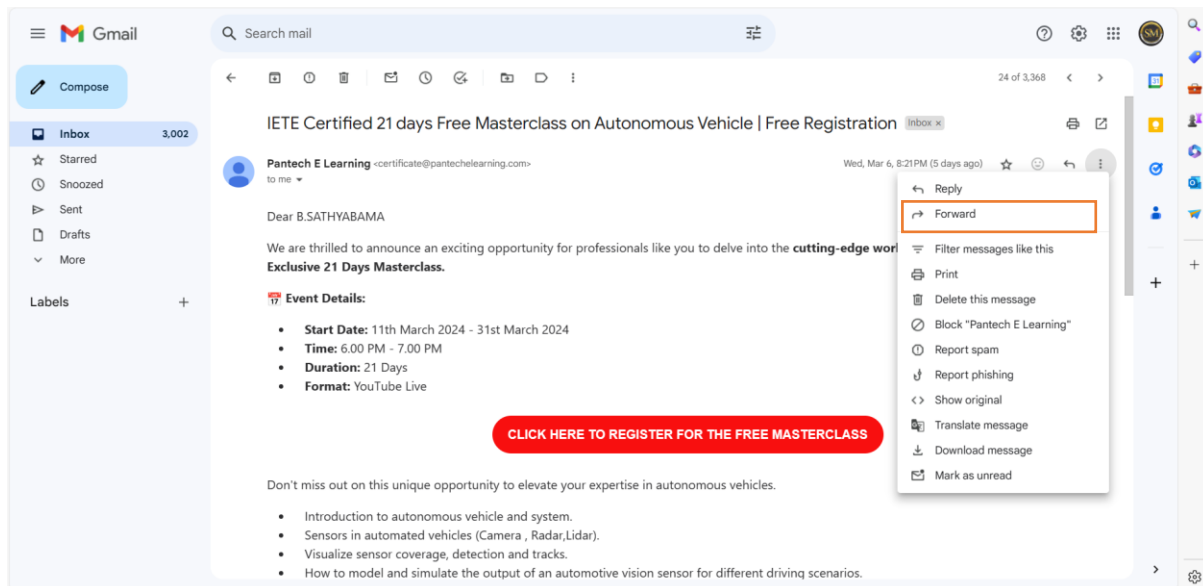
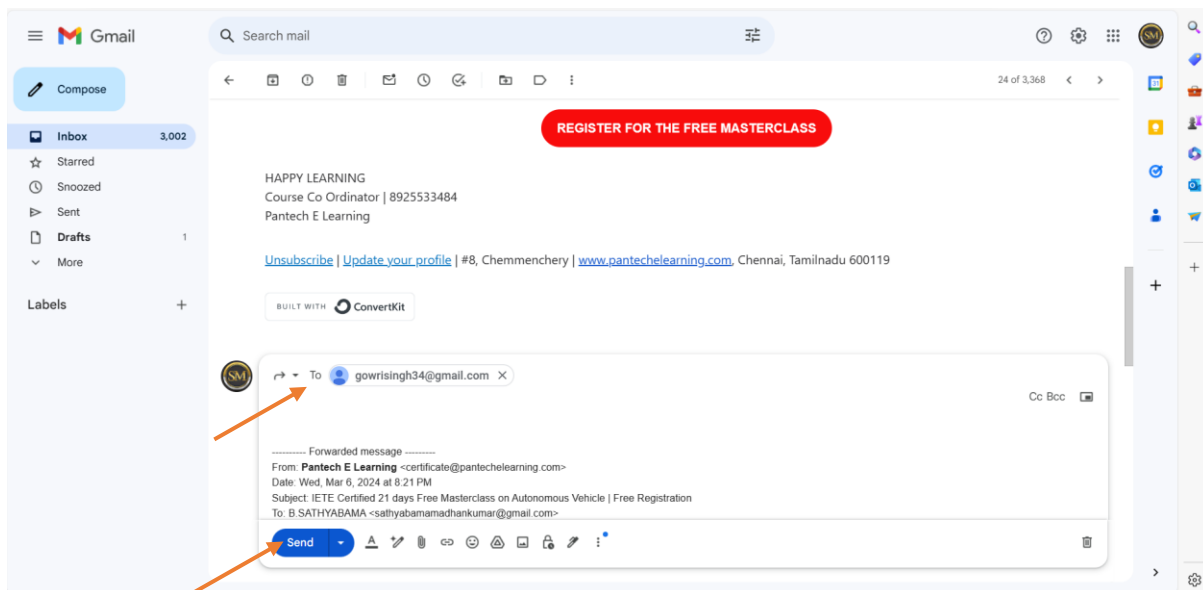**Step 1:** Click on "Inbox" to check received mails.

Forwarding E -mail:

Step 1: Open the mail which is to be forwarded to others and c⋮ (To right corner of the mail) to find the forward option

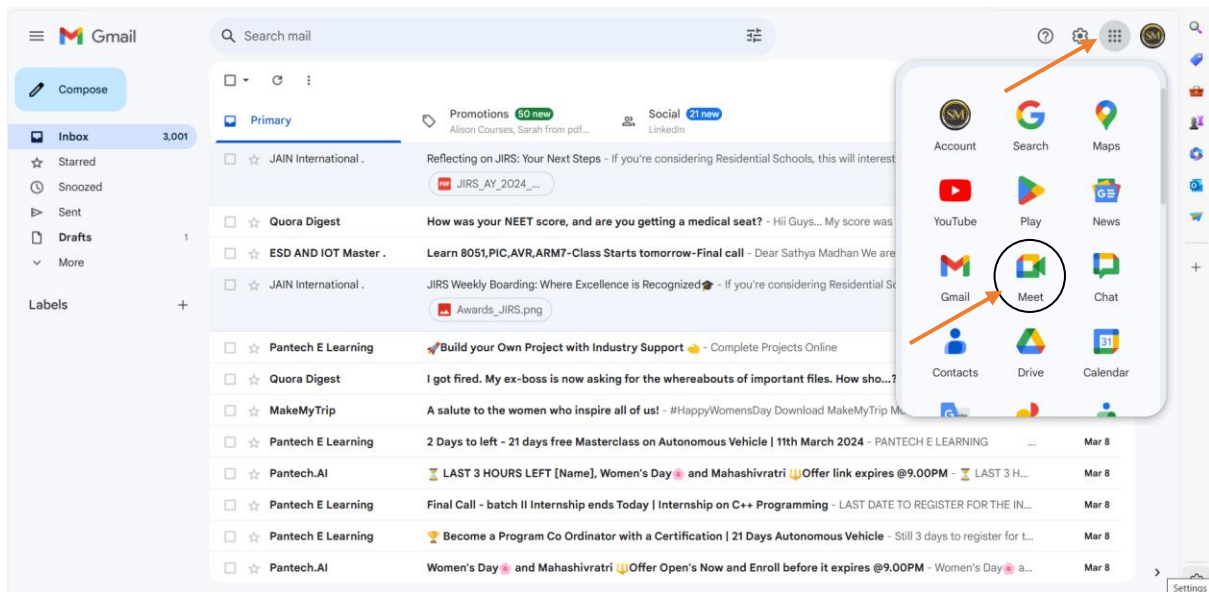**Step 2:** Click ok forward button

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

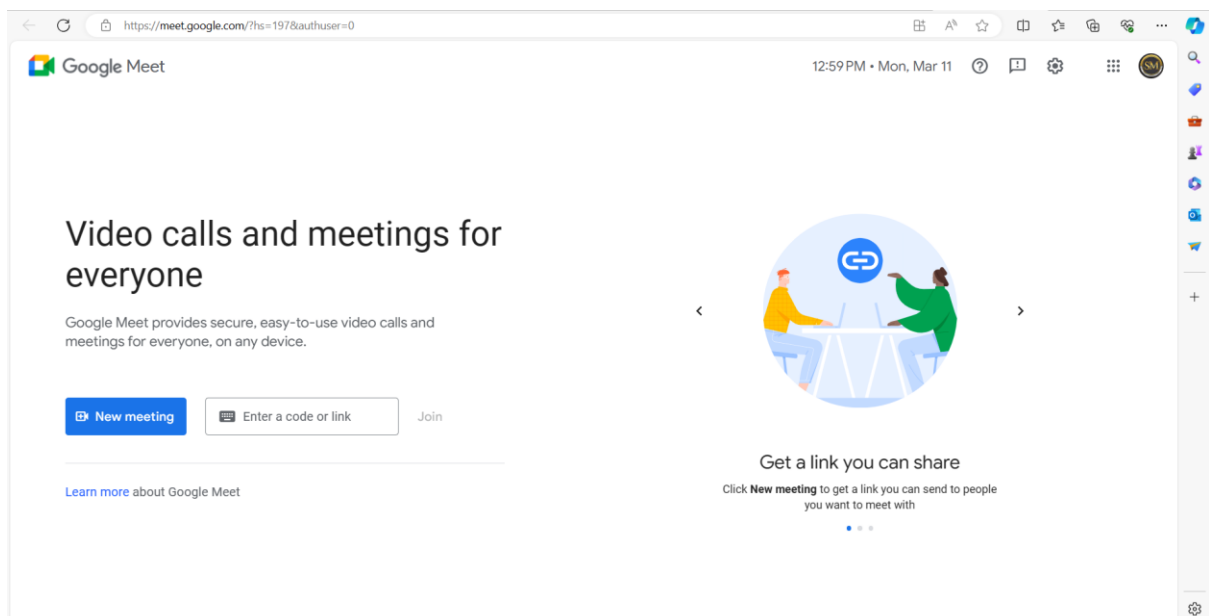2. **How to create, organize meeting in Zoom/Google meet**

   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

Step 3: Click on 🎥 **New meeting** icon to launch new meeting in three different options.
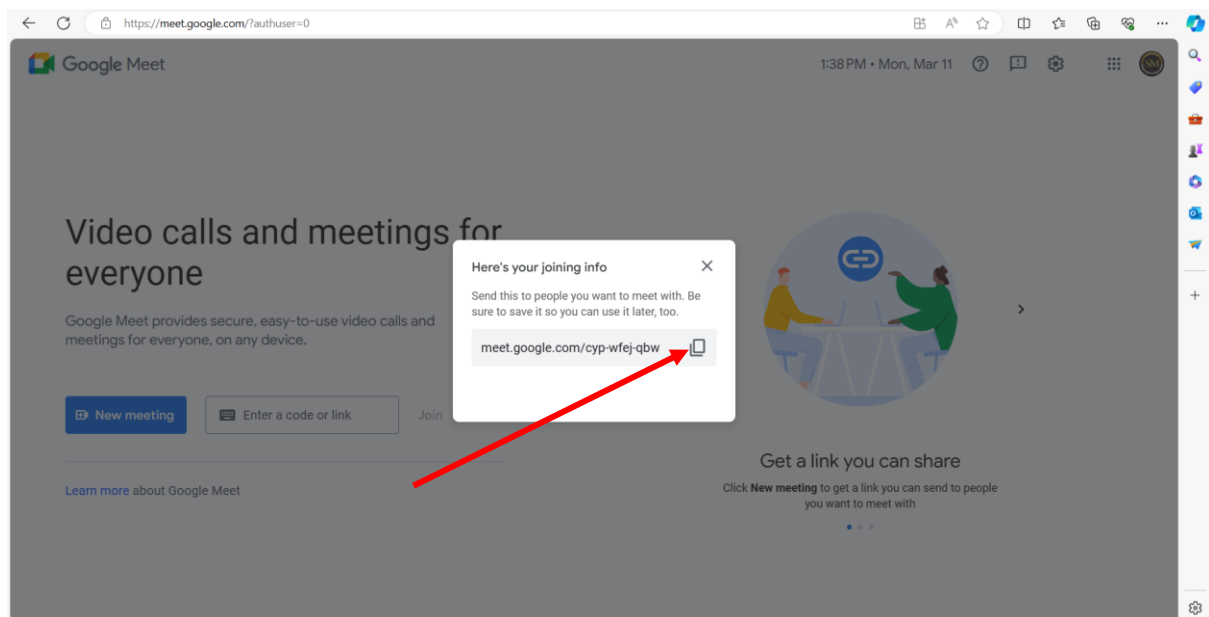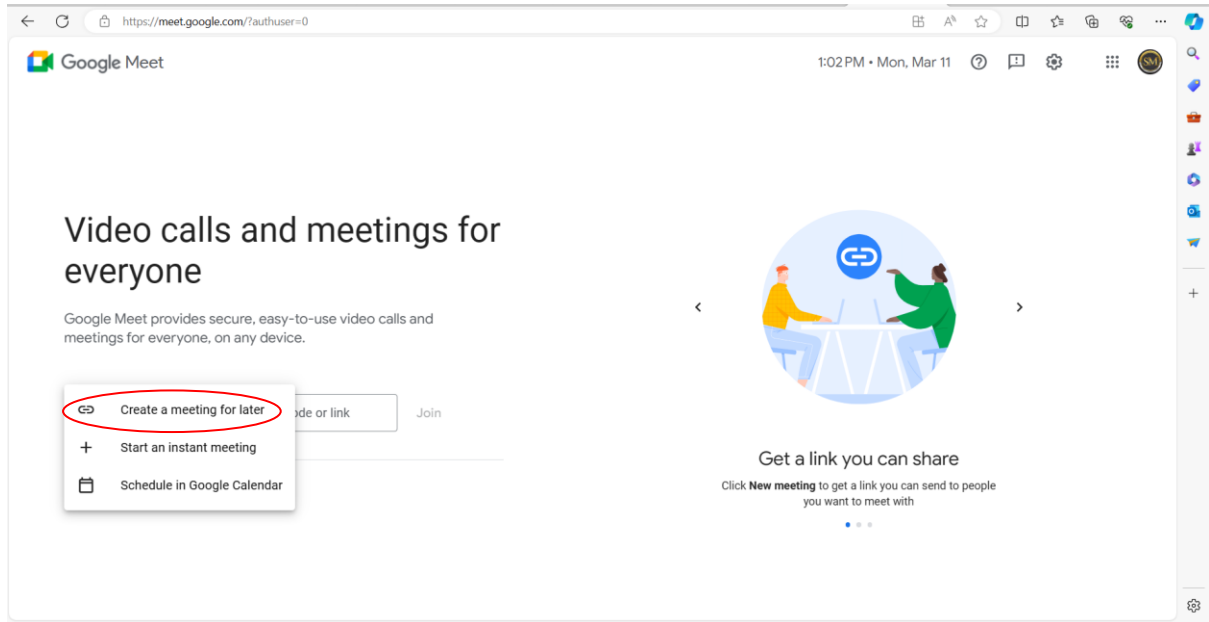
Option – 1 - Create a meeting for later

🔗   Create a meeting for later

Step 4: Click on   icon and copy the meeting code.(Same meeting code **can be reused** whenever we need in future)
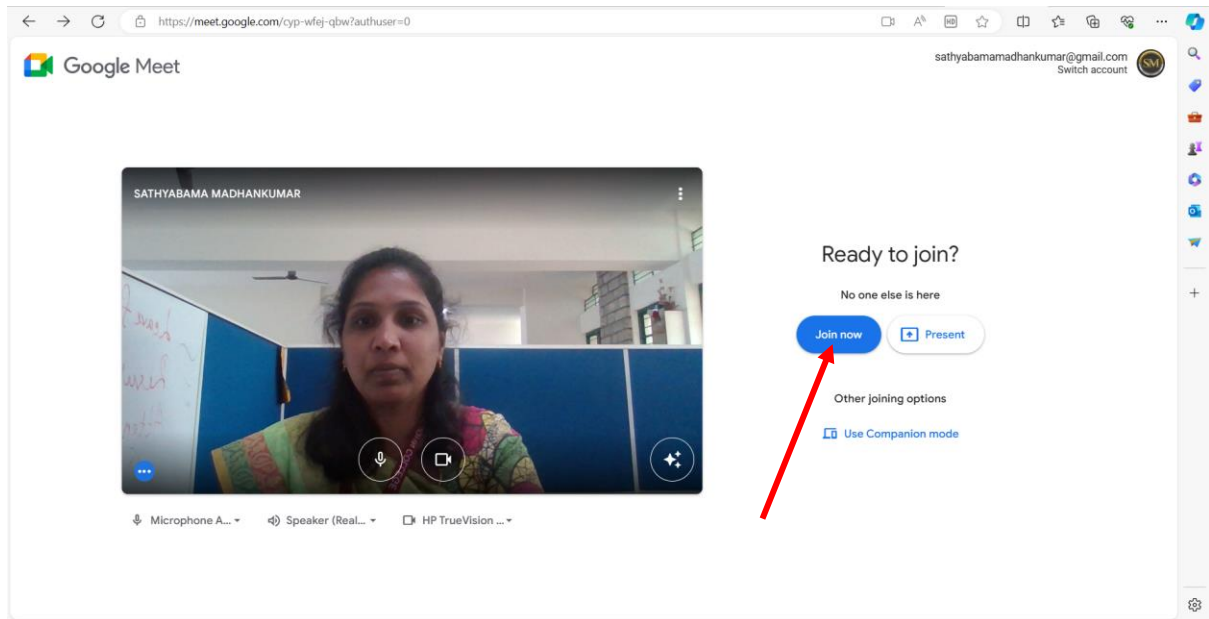
Step 5: Enter the last 10-digit code which was copied in the last step. Click on "Join"
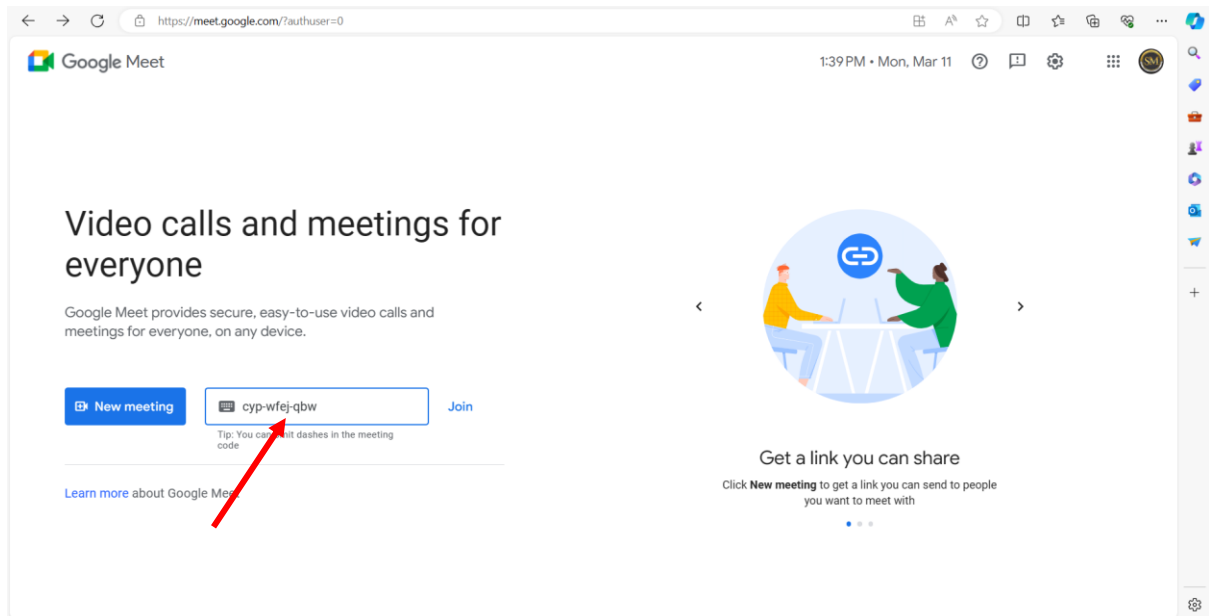
Step 6: Before joining the meeting click on "Allow microphone and camera" to make the people to hear and see you.
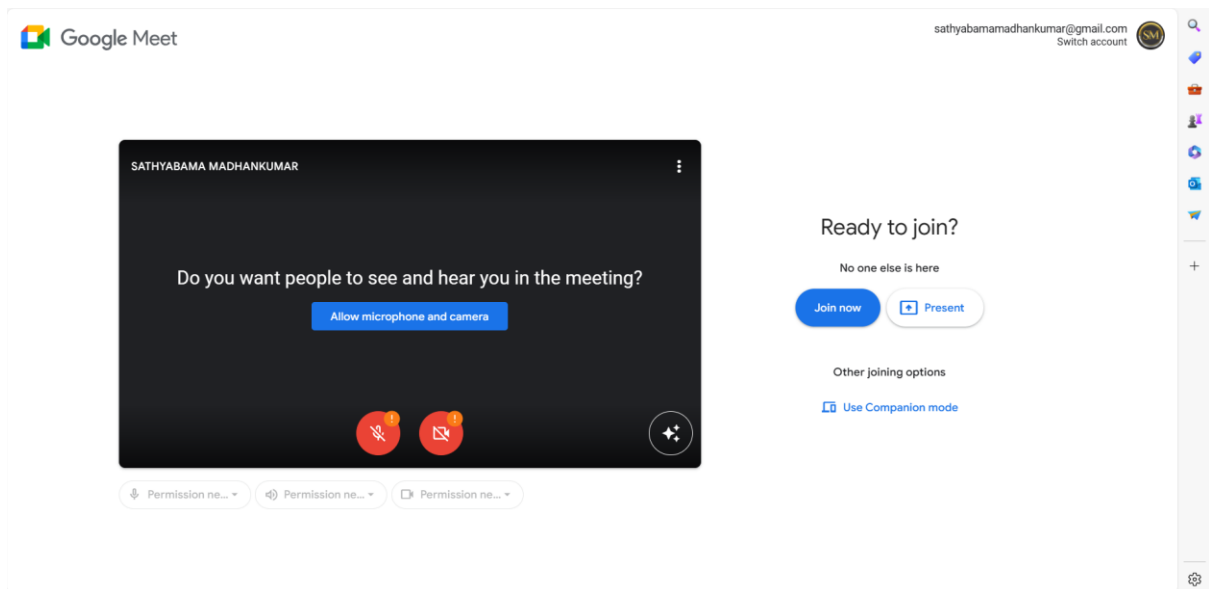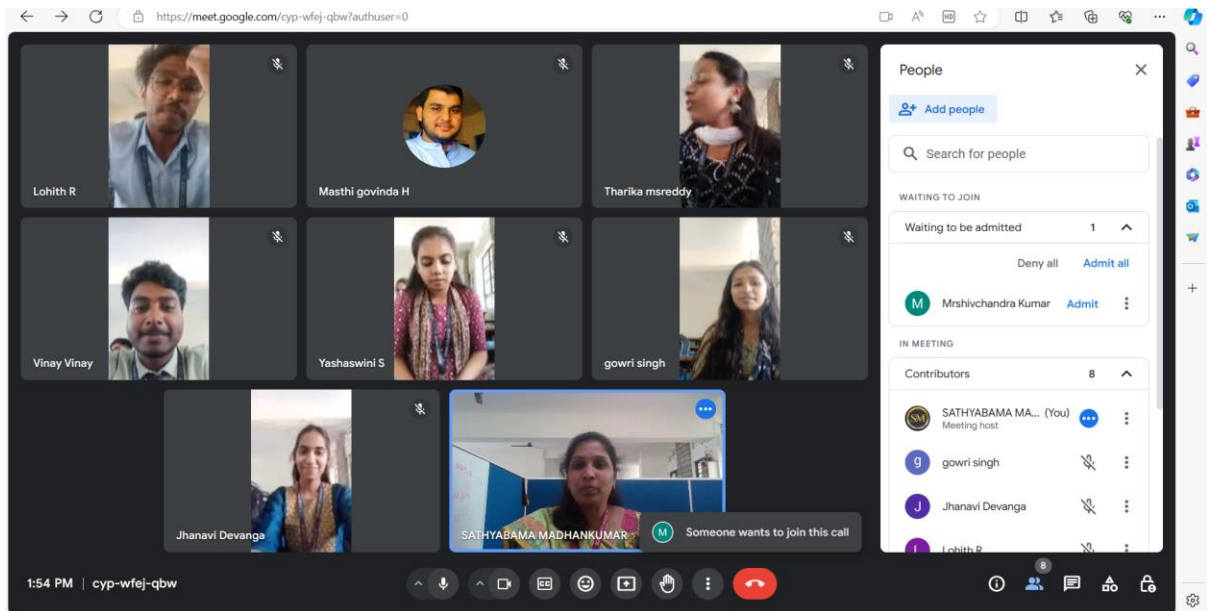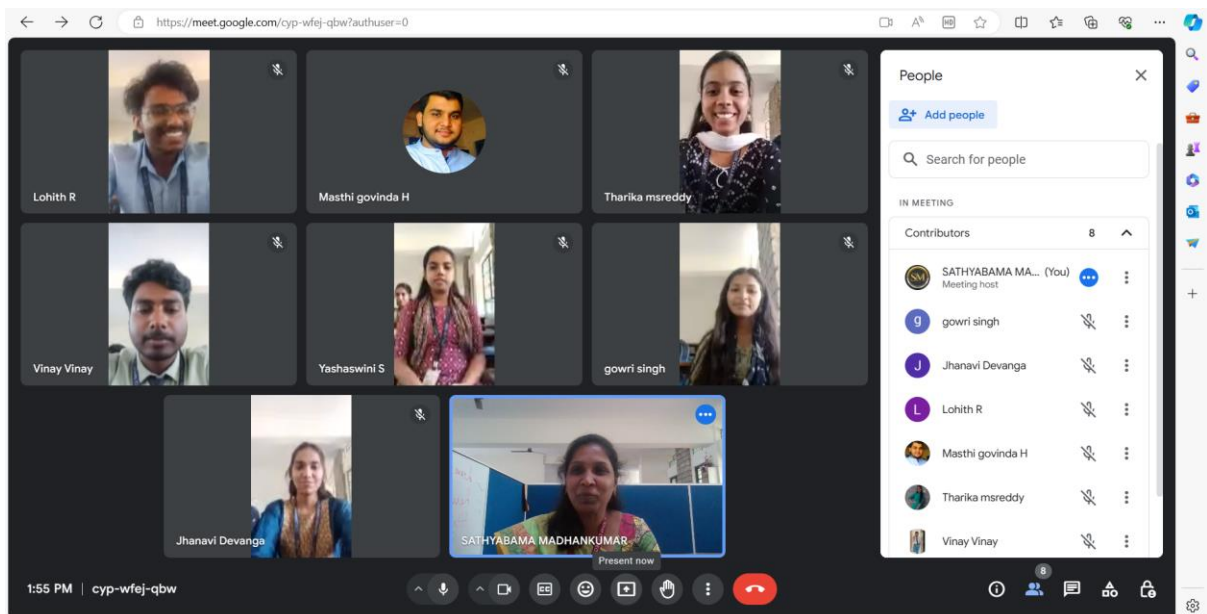
Step 7: Click in "Join now" Button

Step 8: Admit the participants to join the meeting
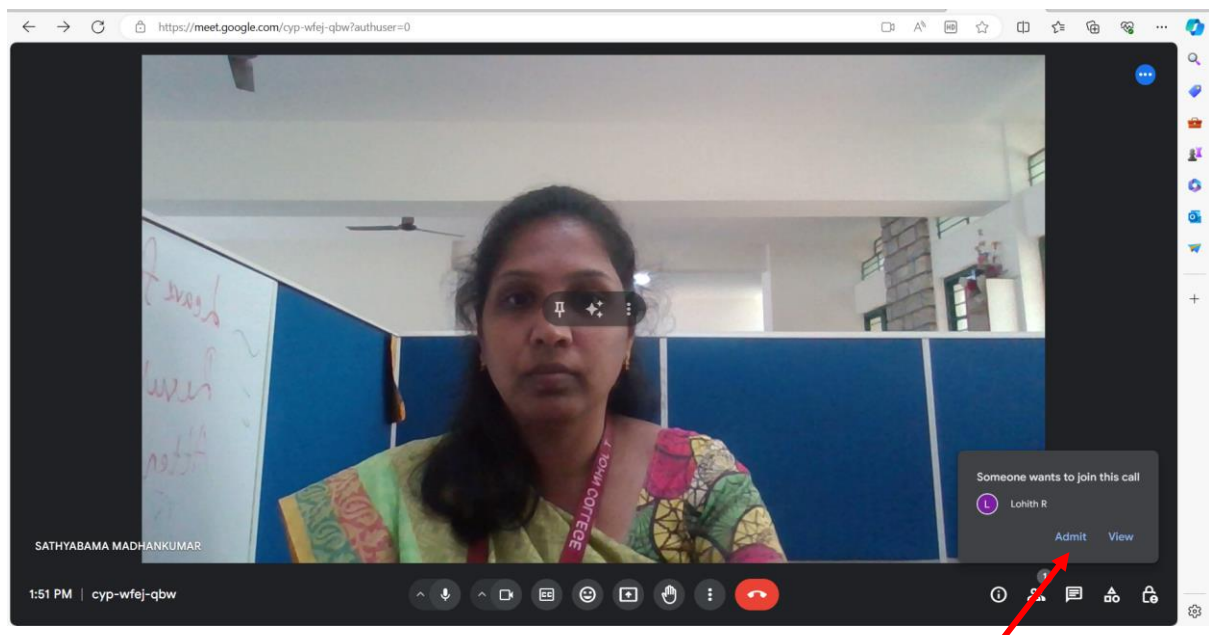
Step 9: To present the topic to the participant, click in "Present now" icon
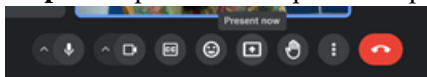
Step 10: Select to appropriate document and click on "Share" button.
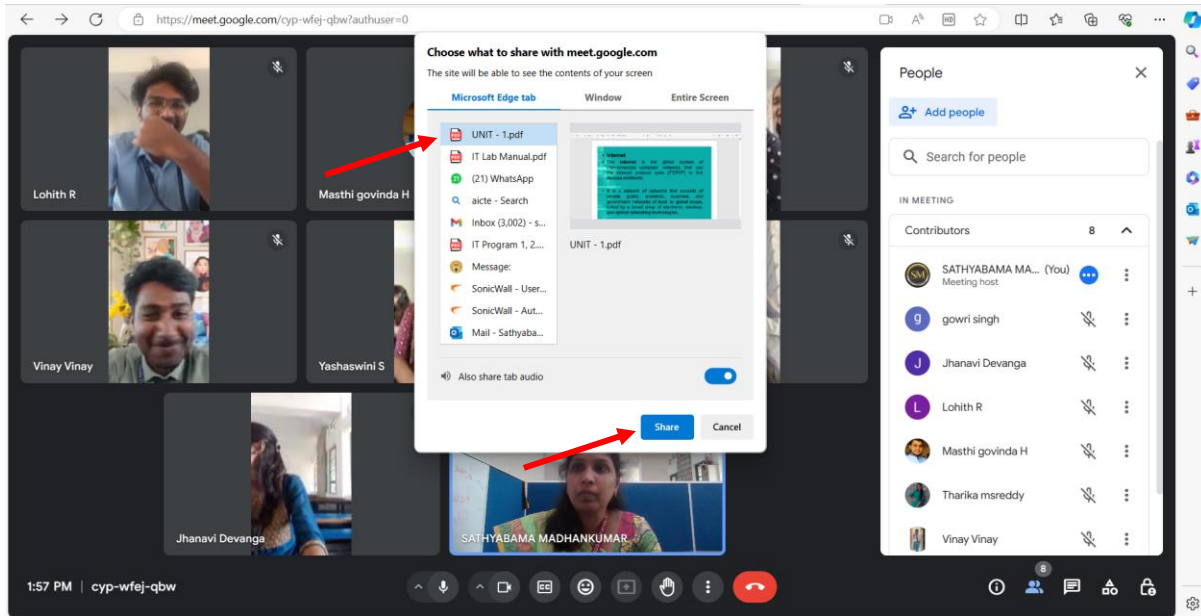
Step 11: Now the document will get presented to the participants.
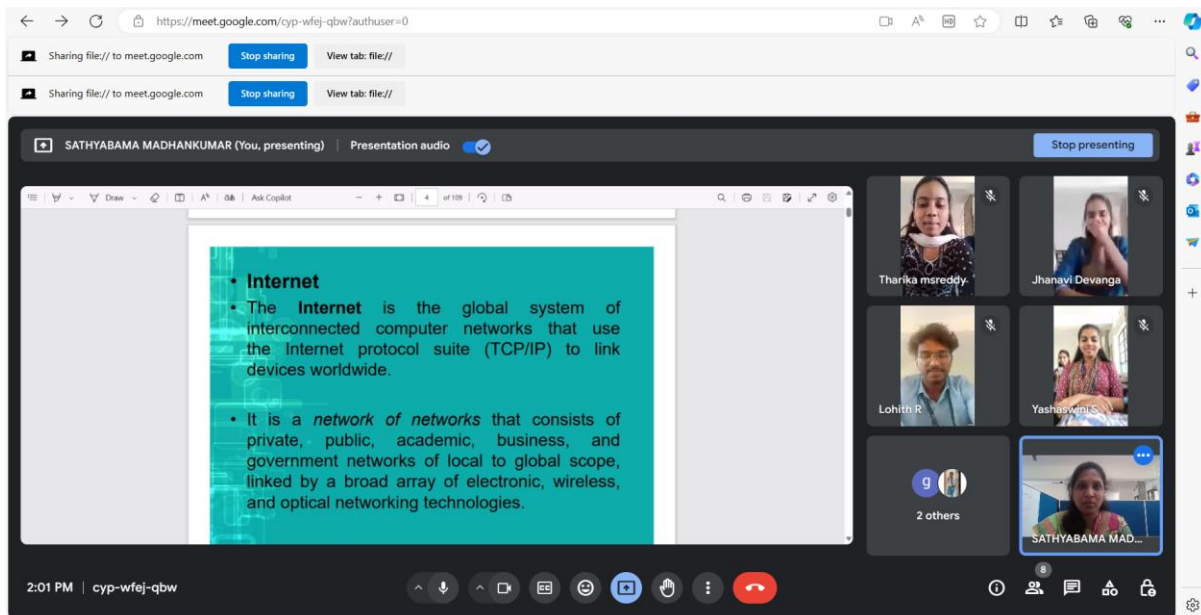
Step 12: To exit from the meeting, click on "Leave call" Button
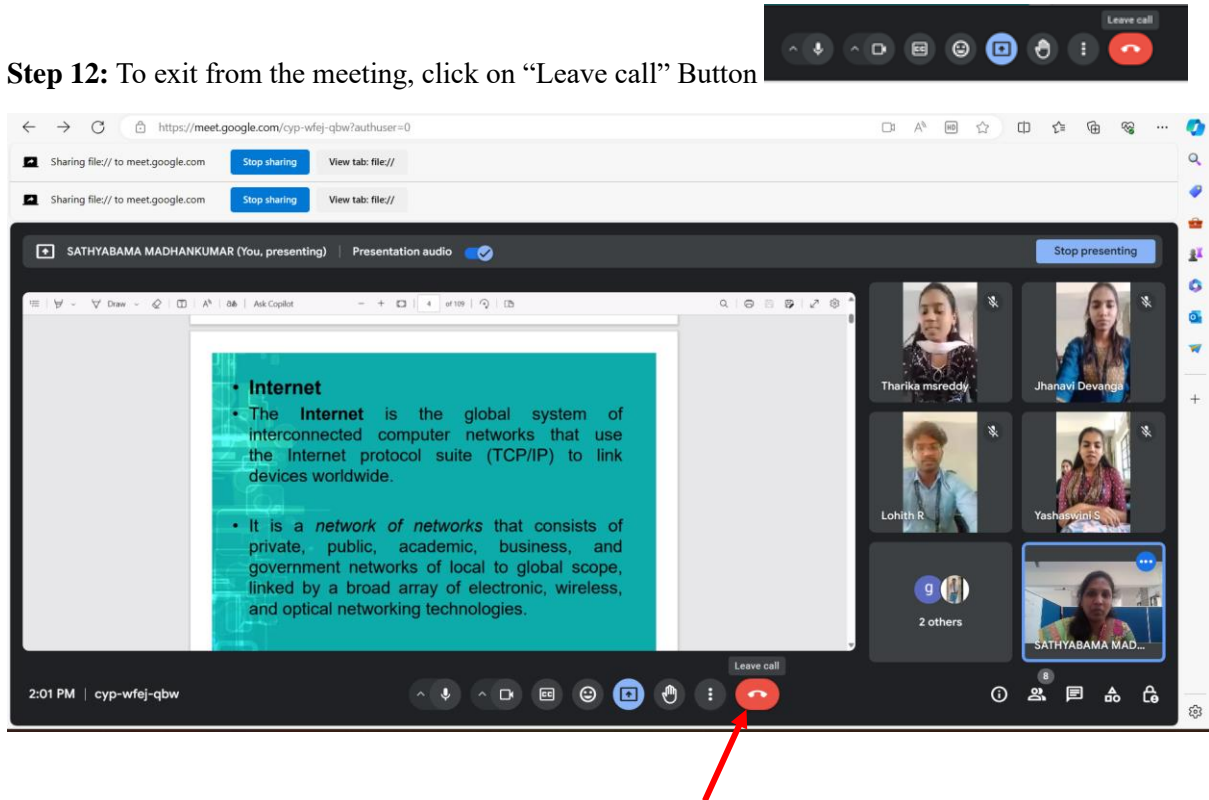
Option – 2 – Start an instance meeting.

(This meeting code cannot be reused)

Step 1: Click on [Start an instant meeting] button to start an instant meeting
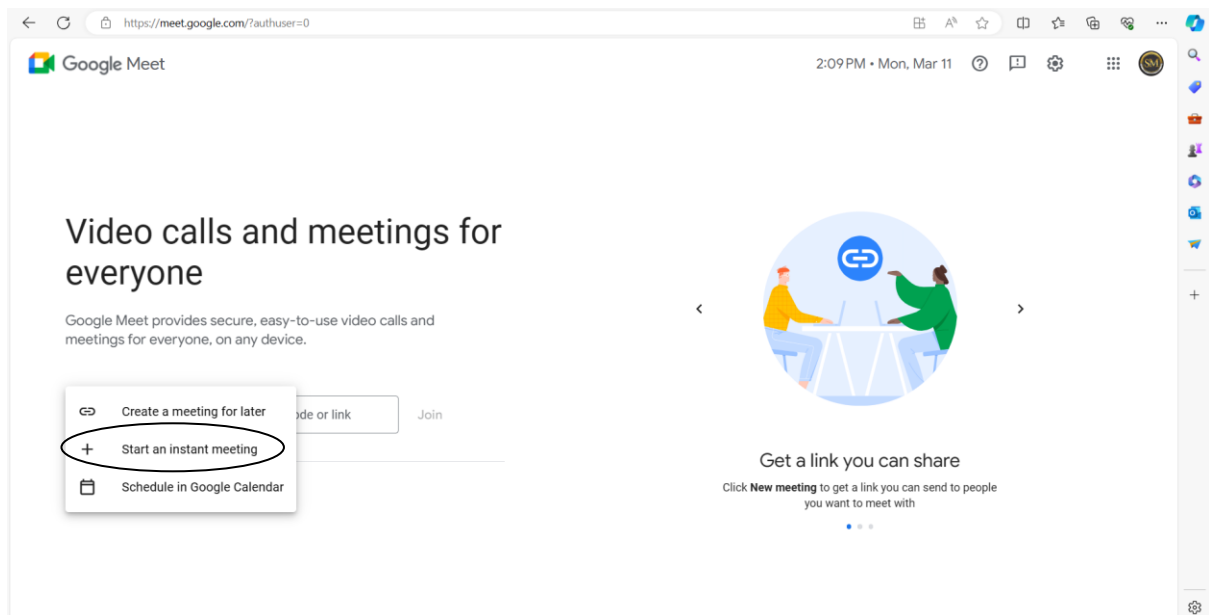
Step 2: Copy the meeting code and share it to the participants.
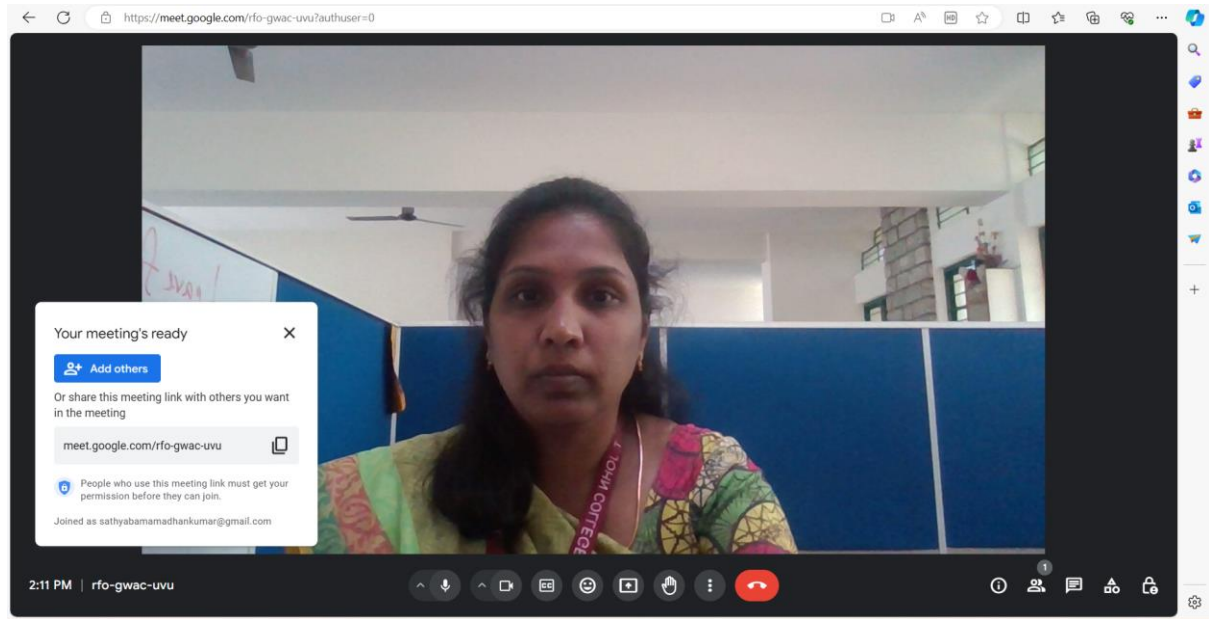
Option – 3 – Schedule in Google Calendar

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.

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>

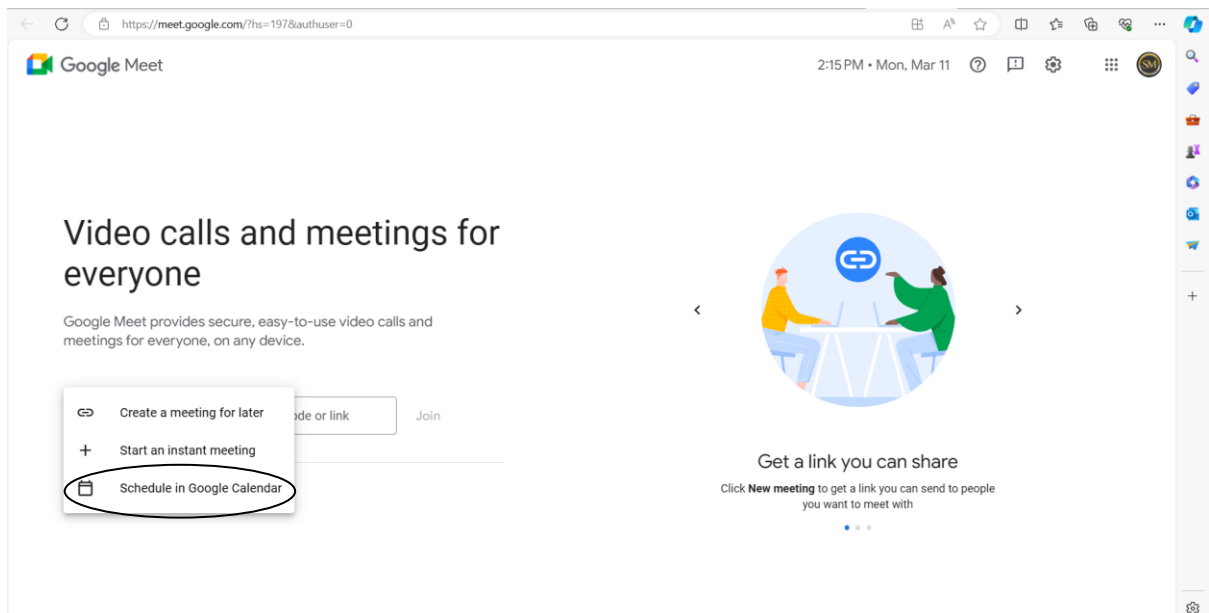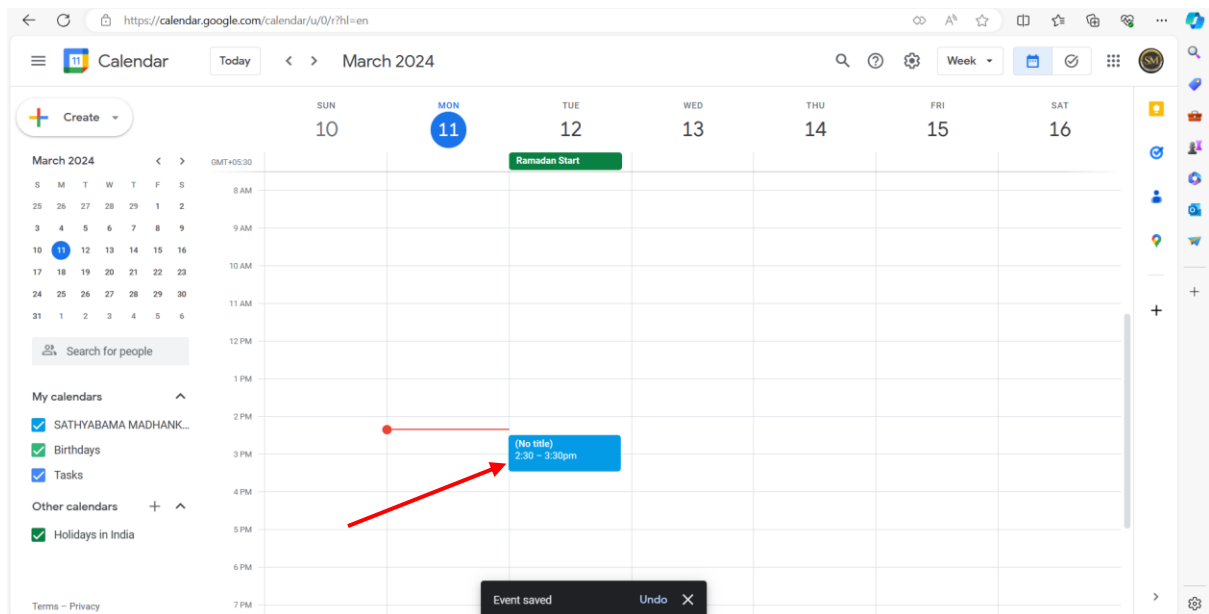 Name: <input type="text" id="fname" name="fname">

 Gender:

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

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

 Address:

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

 Select a Course:

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

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

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

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

 </form>

</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

[Click Me!]

Output form:

The various attributes of the input ta[g]

Name: [sathyabama]

Gender: ◉ Female ○ Male

Address:

```
Gottigere
Bangalore
Karnataka
```

This page says

Saved!!!

[OK]

Select a Course:

☑ C++
☑ C#
☐ JAVA

[Click Me!]

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>

Click here to discover more details

<img src="edx.jpg" width="200" height="200">

<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: