EMAIL ANSWER KEY

1. What does the term "Email" stand for?

Answer: b) Electronic Mail

- **Explanation**: "Email" stands for **Electronic Mail**, which refers to a system of sending messages over the internet. It is an electronic means of communication, and it's faster and more efficient than traditional paper mail.

2. What is the primary purpose of email?

Answer: b) To send and receive messages electronically

- **Explanation**: The primary purpose of email is to enable users to send and receive messages electronically. This is done via the internet and is much quicker compared to traditional postal mail.

3. Which of the following is an example of an email service provider?

Answer: a) Gmail

- **Explanation**: **Gmail** is one of the most widely used email service providers, offered by Google. Other examples include Outlook, Yahoo Mail, etc. Email service providers give users access to send, receive, and store emails.

4. What is the full form of "SMTP"?

Answer: a) Simple Mail Transfer Protocol

- **Explanation**: **SMTP** stands for **Simple Mail Transfer Protocol**. It is the protocol used to send emails from a client to a server or between email servers. It's used primarily for sending messages.

5. Which field in an email is used to enter the email address of the main recipient?

Answer: c) To

- **Explanation**: The **"To"** field is where you enter the email address of the main recipient of the email.

The email will be delivered to the person listed in this field.

6. What does the "BCC" field stand for in an email?

Answer: b) Blind Carbon Copy

- **Explanation**: **BCC** stands for **Blind Carbon Copy**. This field allows the sender to send an email to multiple recipients without them seeing each other's email addresses. It's used to protect the privacy of recipients.

7. What is the purpose of the "CC" field in an email?

Answer: b) To send a copy to additional recipients and let everyone see who received it

- **Explanation**: **CC** stands for **Carbon Copy**. It allows you to send a copy of the email to other recipients. All recipients in the "To" and "CC" fields can see each other's email addresses.

8. Which of the following is NOT a component of an email?

Answer: d) Call to Action Button

- **Explanation**: The core components of an email include the **Sender's Address**, **Recipient's Address**, **CC**, **BCC**, **Subject**, **Body**, and **Attachments**. A **Call to Action Button** is not a standard component of an email, although it can be included in some types of marketing emails.

9. What is the main content area of an email called?

Answer: b) Body

- **Explanation**: The **Body** of an email is where the sender writes the actual message. It is the main area of communication and can include text, images, links, and other media.

10. Which of these would you typically attach to an email?

Answer: b) A file like a document or image

- **Explanation**: An **attachment** in an email refers to any file or document that is added to the email,

such as a **PDF**, **Word document**, **image**, or **spreadsheet**.

11. What is a good practice when writing an email subject line?

Answer: c) Keep it short and relevant

- **Explanation**: A good subject line should be **clear**, **concise**, and **relevant** to the content of the email. It helps the recipient understand the purpose of the email at a glance.

12. In an email, where would you find the sender's email address?

Answer: b) From

- **Explanation**: The **"From"** field in an email shows the email address of the sender. It helps the recipient identify who is sending the email.

13. What should you do when creating a strong email password?

Answer: c) Use a mix of letters, numbers, and symbols

- **Explanation**: A strong email password should contain a combination of **uppercase and lowercase letters**, **numbers**, and **symbols**. This increases the security of your account.

14. Which of the following is the first step when creating an email ID?

Answer: c) Choose an email provider

- **Explanation**: The first step in creating an email account is to **choose an email provider** (e.g., Gmail, Yahoo, Outlook). Once selected, you will proceed with setting up your account.

15. Which of the following is a commonly used email provider?

Answer: a) Google Workspace

- **Explanation**: **Google Workspace** (formerly G Suite) is a suite of productivity tools that includes Gmail, Google Docs, Google Drive, and other services for businesses. It's commonly used by individuals and organizations.

16. What is the typical file extension for an email attachment that contains a report?

Answer: a) .pdf

- **Explanation**: **.pdf** (Portable Document Format) is a common file extension for **documents** and **reports** attached to emails because it preserves the formatting across different devices.

17. Which of these is the correct server for sending emails through Gmail?

Answer: a) smtp.gmail.com

- **Explanation**: The **SMTP server** for Gmail, used for sending emails, is **smtp.gmail.com**. This server allows you to send emails from a Gmail account through email clients like Outlook or Thunderbird.

18. Which of the following is an example of a custom email server used by businesses?

Answer: b) Google Workspace

- **Explanation**: **Google Workspace** is an example of a **custom email server** used by businesses. It allows businesses to set up their own **@company.com** email addresses, along with other tools for productivity and collaboration.

19. What is the correct order of steps to create an email ID?

Answer: c) Choose an email provider → Enter personal information → Verify identity → Choose settings → Complete setup

- **Explanation**: The correct order of steps for creating an email ID is:
    1. Choose an email provider (e.g., Gmail, Outlook)
    2. Enter your personal information (name, username, password)
    3. Verify your identity (via phone number or secondary email)
    4. Choose your email settings (theme, signature)

5.   Complete the setup (access inbox and start using the account)

20. What type of file might you attach to an email as an attachment?

Answer: a) Text, image, video, or document

- **Explanation**: **Attachments** can include various types of files, such as **text files**, **images**, **videos**, or **documents** (e.g., PDFs, Word files). Attachments can be used to share files that are relevant to the email's message.