1. How to create Gmail account
2. How to access Google apps from Gmail quickly
3. How to send message from one Gmail to another Gmail
4. What is TO, CC, BCC in Gmail?
5. How to send Gmail with professional ways
6. How to attach files in Gmail?
7. How to make the text bold or italic in Gmail?
8. Can we undo sending email?
9. Could we save our email message as a draft?
10. How to prioritize the message in Gmail
11. How to mark the important message in Gmail?
12. How to create signature in Gmail?
13. How to display difference type of inbox
14. How to change Gmail theme
15. How to change email profile
16. How to make a chart in Gmail?

**Project during Presentation:**  
Step 1: Create one Gmail account

Step 2: Custom the inbox

Step 3: Create signature

Step 4: Send email to your classmate by attach summarize of your search file as pdf.

Step 5: CC to your teammate

Step 6: BCC to your teacher