INTRODUCTION TO THE INTERNET
MODULE 3 – ASSESSMENT

1. Email stands for
   a. excellent mail.
   b. everyone’s mail.
   c. electronic mail
   d. none of the above

2. To send an email message, you must use the same email provider as the person with whom you will be communicating.
   a. True  b. False

3. Your email address includes your user name and the web address of the email provider you will be using. Example: jeniferrabbit@gmail.com
   a. True  b. False

4. When creating an email password, you should
   a. use letters and numbers.
   b. use symbols or punctuation.
   c. try to create a long password.
   d. all of the above

5. To begin creating an email, you will need to click on
   a. Inbox  b. Reply
   c. Compose  d. Send

6. In the “TO” line, you will need to type the
   a. name of the person to whom you are sending the email.
   b. email address of the person to whom you are sending the email.
   c. user name of the person to whom you are sending the email.

7. You should use the subject line to
   a. greet the person you are emailing.
   b. retype the email address.
   c. describe the subject matter of the email.

8. When we attach a file to an email, the document can be separately opened, saved, printed, and stored.
   a. True  b. False

9. The rules of Netiquette suggest that
   a. we need to be careful not to respond with anger in our email communications.
   b. all email communication is considered part of a written record that reflects our professional and personal behavior, and should be understood as such.
   c. capitalization has special significance in email communication, and should be used carefully.
   d. all of the above

10. To stay safe online while using email, we should remember to
    a. not respond to emails from people we do not know.
    b. not open attachments sent by people we do not know.
    c. never respond to requests for personal or financial information.
    d. all of the above