

3. In the **Subject** box type the subject of the message (Don't leave this out as some people screen their mail by subject line).

4. Type your message in the message area.

♦ If you want to check your spelling click the ABC Spelling and grammar in 'Review' tab or press the F7 key on your keyboard. Once that is done, give your message the quick once over, double check whether the e-mail address is correct.

Then click the send button to send it.

### MESSAGE TAB



FIG. 10.4 : MESSAGE TAB

Send	Click on Send to send the message.
Cut	Click on Cut to send the selected text to clipboard.
Copy	Click on Copy to copy the selected text to clipboard.
Paste	Click on Paste to paste text from clipboard.
ABC Spelling and Grammar	Click to check the spellings in the mail.
Attach File	Click to open the Insert File dialog box. Select a file from the list box and click on Insert.

### Multiple Choice Questions

- You can add a picture in your e-mail, by clicking.
  - Options tab
  - Insert tab
  - Review tab
- Cut, copy, paste commands are present in \_\_\_\_\_ group.
  - Cupboard
  - Clipboard
  - Blackboard
- In the Review tab, what do we press to check the spellings in the mail?
  - Send
  - Research
  - ABC Spelling & Grammar

### RECEIVING MAILS

Click the Send/Receive tab on the ribbon. Click **Send All** command in **Send & Receive** group to send all the e-mails. By clicking on '**Show Progress**' command in **Download** group to check the process as shown in Figure 10.5.



# EXERCISES

Test Paper 2

A. Choose the correct option and write in the space provided.

- 1. To send a reply to the sender only, click the \_\_\_\_\_  
 (a) Reply button                      (b) Reply all button                      (c) Forward button
- 2. New e-mail command is present in \_\_\_\_\_ group.  
(a) Respond                      (b) Delete                       (c) New

B. Fill in the blanks.

Address book

Review

file

**file**

- 1. Print command is present in \_\_\_\_\_ tab.
- 2. ABC Spellings and Grammar command is present in Review tab of message window.
- 3. You can search a contact in address book

C. Tick the (✓) correct and Cross (X) the wrong ones.

- 1. You press the send/receive All Folders button to receive e-mail.
- ✓ 2. You click on Reply button to write a new message.
- ✓ 3. CC means copies to send.

