

Unit 4: Entrepreneurial Skills-II

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. Which of the following is an example of web browser?
 a. Google Chrome
 b. MS Word
 c. Calculator
 d. Notepad

Ans. a

2. Which one is used to access a website?
 a. Antivirus
 b. URL
 c. WordArt
 d. RAM

Ans. b

3. CAPTCHA is used to:
 a. Test storage
 b. Identify human users
 c. Speed up the Internet
 d. Delete data

Ans. b

4. Which of the following is a part of email?
 a. Inbox
 b. Motherboard
 c. Printer
 d. Speaker

Ans. a

5. What is the full form of ISP?
 a. Internet Support Programme
 b. International Server Portal
 c. Internet Service Provider
 d. Internet Saving Plan

Ans. c

Very Short Answer Questions

1. What do you mean by a web browser?

Ans. A web browser is software used to open, access, and view websites on the Internet.

2. What is a search engine?

Ans. A search engine is an online tool used to search for information on the Internet.

3. Write the full form of URL.

Ans. Uniform Resource Locator

4. What is an email ID?

Ans. An email ID is a unique address used to send and receive emails.

5. What is phishing?

Ans. Phishing is a cyber-attack where attackers trick users into sharing personal information by pretending to be trusted sources.

Short Answer Questions-I

1. Mention any two parts of an email window.

Ans. Inbox and Sent Mail

2. What is the purpose of a CAPTCHA?

Ans. CAPTCHA is used to check whether the user is a human and prevent automated bots from accessing services.

3. Write two uses of email.

Ans. Sending messages and documents and communicating instantly with people anywhere

4. What is meant by email etiquette?

Ans. Email etiquette refers to the correct and polite way of writing, sending, and responding to emails.

5. What are bookmarks in a browser?

Ans. Bookmarks are saved website links that help users open frequently visited websites quickly.

Short Answer Questions-II

1. List any four advantages of using the Internet.

Ans. Four advantages of using the Internet are:

- Easy access to information
- Online communication through email and chat
- Online shopping and banking
- Entertainment through videos, music, and games

2. What is digital footprint?

Ans. A digital footprint is the record or trail of data a person leaves behind while using the Internet.

3. What is two-step verification?

Ans. Two-step verification is a security method where users provide two types of authentication, usually a password and a verification code.

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4. What is cyber safety?

Ans. Cyber safety means protecting oneself from online threats, harmful content, and unsafe Internet practices.

5. Write any two good online habits.

Ans. two good online habits are:

- Using strong passwords
- Avoiding sharing personal information online

Long Answer Questions

1. Describe the steps to create an email account.

Ans. To create an email account, first open the website of an email service provider such as Gmail, Yahoo Mail, or Outlook. On the homepage, click on the option “Create Account” or “Sign Up.” A registration form will appear where you must enter details like your name, date of birth, mobile number, and the email ID you want to create. After filling the form, create a strong password to secure the account.

Once the information is entered, click Next. You will receive a verification code on your mobile number or alternate email. Enter the code to confirm your identity. After verification, the account will be created and you can sign in to start sending or receiving emails. This process ensures that the email account is linked to a valid user.

2. Explain any five safety measures for safe Internet usage.

Ans. Safe Internet usage helps protect users from online risks, frauds, and cyber-attacks. Some important safety measures are:

- Use strong passwords: Strong passwords make it difficult for attackers to access your accounts.
- Do not share personal information: Personal details like address, phone number, and bank information must not be shared online.
- Avoid clicking unknown links: Suspicious links may contain viruses or lead to fake websites.
- Install and update antivirus: Antivirus software protects the computer from threats and harmful files.
- Use two-step verification: It adds an extra layer of security and prevents unauthorized access even if the password is leaked.

3. Explain the components of an email window.

Ans. An email window contains different sections that help in reading, writing, and organizing emails. The Inbox stores all received messages, while Sent Mail shows the emails that have been successfully delivered. Drafts contains saved messages that are not yet sent. Trash keeps deleted emails temporarily.

The Compose Window is used to create a new email and includes important fields such as To, Cc, Bcc, Subject, and the main message body. These components make it easy for users to manage email communication efficiently.

4. What is phishing? Explain different ways to stay safe from phishing attacks.

Ans. Phishing is a cyber-crime where attackers pretend to be legitimate organisations or trusted people to steal personal information such as passwords, bank details, or OTPs. They often send fake emails or messages with urgent warnings, attractive offers, or links to fraudulent websites.

To stay safe from phishing, users should avoid clicking unknown links and always check the sender's email address carefully. Personal information should not be shared through email. It is safer to open the official website manually rather than clicking on links. Updated antivirus software and spam filters also help block phishing emails. These precautions help prevent users from falling victim to online scams.

5. What are the steps to send an email with an attachment?

Ans. To send an email with an attachment, first log in to your email account and click on the Compose or New Mail option. In the compose window, enter the recipient's email address in the To field, add a suitable subject, and type the message in the message body.

Then click on the Attach File or Paperclip icon. A file browser window will open. Select the file you want to attach and click Open. The file will be uploaded and displayed below the subject line. After checking the message and attachment, click Send to deliver the email. This completes the process of sending an email with an attachment.