

Questions:

1. **How can you mark a message as read or unread in the email application, and what is the impact of marking a folder?**

Answer: To mark a message as read, select the message, right-click, and choose "Mark as read." Conversely, for unread messages, follow the same steps and choose "Mark as unread." If a folder is marked, all its messages will be affected accordingly.

2. **What are the steps to insert an email signature in an email message, and where is the Signature button located?**

Answer: To insert an email signature, click "New Email," then in the message area, click "Signature," and choose the desired signature. The Signature button is located in the Message tab.

3. **Explain the process of downloading an attached file in an email message, and what options are available for proofreading?**

Answer: To download an attached file, right-click the file in the received email and select "Save as." For proofreading, click the "Review" tab and choose "Spell & Grammar."

4. **Describe the structure of an email address and the information required to create a new email account on Yahoo.**

Answer: The email address consists of two parts separated by "@"." The first part identifies the user account name, and the second part contains the URL of the person's account on the internet. To create a Yahoo email account, go to www.mail.yahoo.com, click "Create account," and fill in the form with user name, password, and other required details.

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