

## **Basic of Computer-I (IT Level-II)**

### **B.A. 2<sup>nd</sup> Year (4<sup>th</sup> Semester)**

#### ***Assignment-1 (Unit-1)***

***Note: All Questions are compulsory. Prepare this assignment on A4 white paper written on both side.***

1. Explain the concept of E-mail, its features & advantages and its role in modern communication.
2. Write the process of creating a new e-mail account.
3. Explain the process of composing/sending an e-mail in detail alongwith the concept of CC, BCC, and attachment of a file.
4. Explain the following in details alongwith their advantages:
  - a. E-Governance
  - b. Social Networking
  - c. E-Learning
  - d. E-Business
5. Write the process of Reply, Reply All and Forward in step by step.