



VIDYA BHAWAN BALIKA VIDYAPITH ,LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP

DATE:-05.07.2020 (SUNDAY)

Unit 6: Email Messaging (Intermediate)

1. Perform the following activities at home:

S.No.	Activities
1.	Schedule a onetime and a recurring appointment
2.	Create appointments for the following items <ul style="list-style-type: none">❖ Daily class schedule❖ Exam schedules❖ Exam preparation schedule.❖ Visit Circus (One time activity).❖ Parent/ Teacher Meeting(Monthly activity)❖ Visit to a book store (One time activity).

2. Fill in the blanks:

- a) The two ways to schedule an appointments are _____ & _____
- b) Calendar software prompts with an _____ based on entries scheduled in the calendar.
- c) _____ Appointments can be used for scheduling repetitive tasks.

RAUSHAN DEEP

PGT (IT)
05.07.20XX