



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

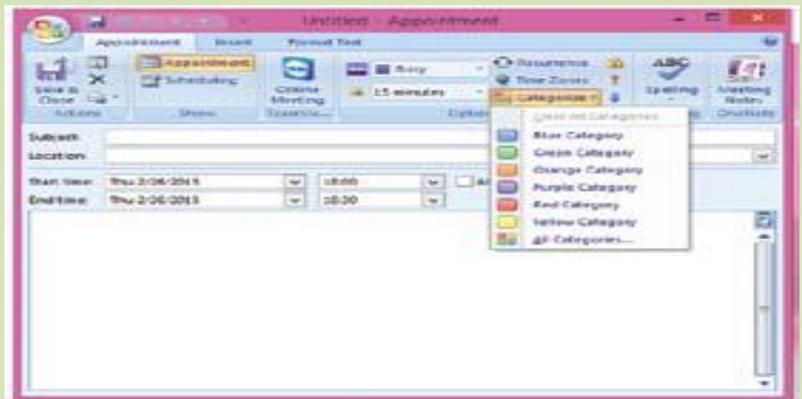
RAUSHAN DEEP DATE:-06.07.20XX (MONDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

SESSION 3: CATEGORIZE AN APPOINTMENT

You can categorize the appointments in time management software by giving the specific colors to the appointments. For ex, you can use green color for all school related activities and blue for all personal activities. Using calendar you can name colors (and change the names when you want to).

- ❖ You can either categorize the appointments at the time of creation of the appointment or categorize after creating the appointment.
- ❖ To use a category while creating an appointment, select a color from the categorize dropdown list.
- ❖ To apply category for an existing appointment, double-click on the appointment and select a color from the categorize dropdown list.



- ❖ You can name all the categories. A sample has been shown this figure.

ACTIVITY

1. Create appointments with different categories and apply categories to existing appointments created in the previous exercise. Also, try to rename a named category and to remove a category you have created.

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06.07.20XX