



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials based on N.C.E.R.T.)

RAUSHAN DEEP DATE:-11.07.20XX (SATURDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

SESSION 5: PRINT A CALENDAR

Now today I learn to how you can print a calendar and keep it for reference. This might be useful in situations when you don't have access to a computer.

In this chapter, you will learn to print a calendar.

- ❖ Go to File>Print, the Print dialog box open.
- ❖ Select the range of the calendar by specifying the dates that you need to be printed and click OK.
- ❖ Now try printing using different styles(Daily, weekly, and monthly)available in the Print style box
- ❖ To print the details of private appointments, uncheck the Hide details of private appointments check box.
- ❖ To print non-adjacent days, changes to week or month view and select the days you want to print, and then click File>Print.



RAUSHAN DEEP
PGT (IT)
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