



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

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

RAUSHAN DEEP DATE:-13.07.20XX (MONDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

1. Fill in the blanks:

- a) _____ your calendar helps to share various segments of your time centric life with your spouse, family, and others.
- b) _____ is the last frontier for true collaboration and social networking.
- c) To share a calendar you have to select _____ option available in the navigation Pane.
- d) Print option is available under _____ menu.
- e) To print the details of private appointments you have to uncheck _____ checkbox.

2. Perform the following activities at you home covid-19

S.No.	Activities
1.	Print a calendar using options in the print dialogue box. You may opt for either the daily, monthly or weekly style as per your choice.

RAUSHAN DEEP
PGT (IT)
13.07.20XX