



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

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

RAUSHAN DEEP DATE:-16.07.20XX (THURSDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

1. Perform the following activities stay at home :

S.No.	Activities
1.	Respond to the meeting requests sent by one of your classmates using mentioned procedure you have learnt yesterday class.
2.	Respond to requests from other classmates using options such as accept, tentative, etc. and observe the results sent to your mail.

2. Fill in the blanks:

- Calendar software allows the user to _____ to other users meeting requests.
- Responses to your meeting request appear in your _____
- Some of the response options for meeting request are _____ , _____ , _____

RAUSHAN DEEP
PGT (IT)
15.07.20XX