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INFORMATION TECHNOLOGY FOR CLASS 10

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

RAUSHAN DEEP DATE:-18.07.20XX (SATURDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

SESSION 8: CREATE AND EDIT A TASK

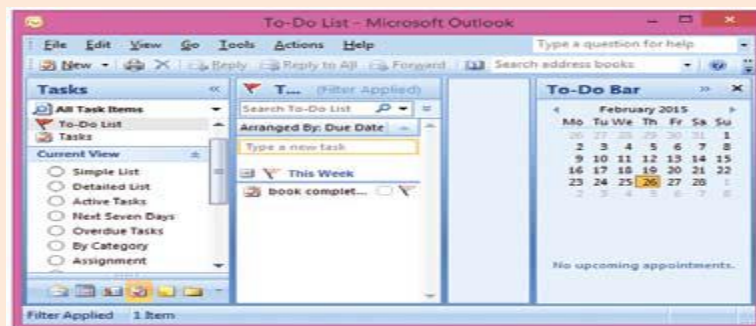
Create and edit a task refers to actions can be performed by an user, tasks may include action items such as booking a conference room, booking tickets, reminder for a task completion itself, etc. In this chapter you will learn to create and edit a task.

You can create tasks in email calendar application software.

Go to **file> New Task**. A task window will be displayed as shown this figure.



Here, you can define a subject name for the task; the start date and end date of the task; the status of the task and the priority of the task. Once you have given the entire details click Save & close at the top of the page. At a once time figure as shownbelow.



You can also the edit task by double clicking the task name available in the email application software.

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18.07.20XX