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INFORMATION TECHNOLOGY FOR CLASS 10

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

RAUSHAN DEEP DATE:-21.07.20XX (TUESDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

1. Perform the following activities stay at home:

S.No.	Activities
1.	Create a new task
2.	Edit an existing task
3.	Create a note
4.	Create note for the following items. <ul style="list-style-type: none">• Grocery list• Books to buy list

2. Fill in the blanks:

- a) _____ are short text messages that can be used for taking quick notes.
- b) To view the list of notes you select the _____ option in the calendar application.
- c) _____ refers to actions that can be performed by a user.
- d) While creating a task you can define _____ , _____ , _____ , _____ , & _____ of a task.

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21.07.20XX