

INFORMATION TECHNOLOGY (402)

CLASS – X UNIT 10: E-MAIL MESSAGING (INTERMEDIATE)

1. Deleted mails are generally referred to as which of the following?
 - a. Junk
 - b. Trash
 - c. Draft
 - d. Recycled mail

2. To schedule the current day activities on the calendar, which of the following views is most suitable?
 - a. Daily
 - b. Today
 - c. Day
 - d. Current

3. As you increase the number of minutes for an activity in a day's schedule in the calendar, the available space for entering activity details _____.
 - a. Increases
 - b. Decreases
 - c. Remains unchanged
 - d. Is unlimited.

4. A work-week view of a calendar usually means that _____ working days are shown in the calendar.
 - a. 7
 - b. 5
 - c. 4
 - d. 30

5. Which of the following fields is not there in Appointment window?
 - a. To
 - b. Subject
 - c. Location
 - d. End time

6. Weekly meetings can be scheduled as _____ appointment.
 - a. Scheduled
 - b. Recurring
 - c. Regular
 - d. Reminder

7. Which feature of the calendar helps collaboration in the team?
 - a. Creating appointments
 - b. Keeping track of tasks
 - c. Sharing the calendar
 - d. None of these

 8. What are the 2 ways to share a calendar?
 - a. Email and publishing
 - b. Email and uploading calendar
 - c. Uploading calendar and publishing
 - d. Keeping calendar in a shared folder and email

 9. A meeting request is basically different from appointments in that _____.
 - a. An appointment needs acceptance by intended participants.
 - b. A meeting request needs acceptance by intended participants.
 - c. A meeting request is sent by subordinate to the supervisor only
 - d. None of these

 10. On receiving a meeting request, which of the following you can do?
 - a. Decline request
 - b. Propose new schedule
 - c. Accept request
 - d. All of these

 11. Which of the following actions does not come under managing a Task schedule in calendar?
 - a. Forward
 - b. Mark the task as completed
 - c. Assign the task to someone
 - d. Send status report of the task

 12. Collection of the records regarding a transaction such as email communication, meetings etc. is called _____.
 - a. Notes
 - b. Journal
 - c. Calendar
 - d. None of these
-
-