STD: - 8th (1st Term Exam)

Sub: - Computer

Lesson no- 5 MS Outlook: E-mails

Hard Words:

1) Schedule- To be done at a particular time

2) License- To give official permission for something

3) Navigation- Including related links, information

4) Junk- Useless

5) Recipients- A person who take part in something

6) Headings- A piece of writing

7) Criterion- Form an opinion about something

8) Asterisks- A small \* like symbol used in writing.

Q.1) Fill in the blanks

1) We can create rules to automate tasks.

2) The password will always appear as asterisks on the screen.

3) We need to install MS outlook 2010 while configuring a Hotmail account.

4) The quick access toolbar provides quick access to commonly performed tasks, such as save, undo and redo.

5) The screen displayed on clicking on the file tab is called the backstage view.

6) If we compose an email and do not sent it, the email appears in the draft folder.

7) MS outlook saves all our emails on our computer hard disk.

8) Once the emails are deleted, they are moved to the deleted items folder.

9) The search box option requires us to click on the heading name to search for emails.

10) The search box is available at the top right of the massage area of the inbox.

Q.2) State whether the following statements are True or False.

1) Anyone who accesses the computer can read and send email from our outlook account. – True

2) Notification are massages we can set to pop-up at a specified date and time to remind us to do a task. – False

3) Only after configuring an email account can we start using outlook. – True

4) The tasks folder displays the calendar and any appointments that are specified for the month or day that is displayed. – False

5) The only way to view an email in outlook is to open it in a new window. – False

6) Clicking on the received heading sorts all emails received on the specific date. – False

Q.3) Match the columns.

Feature Use

1) Navigation pane (f) Provides the different features available, such as mail, calendar, contacts and tasks.

2) Inbox (d) Displays all emails that we receive.

3) Sent items (e) Displays emails that are already sent.

4) Reading pane (b) Displays the contents of an email without opening it in a new window.

5) Outbox (a) Displays emails that are in the process of being sent.

6) Junk email (g) Displays all emails that are identified as unwanted or from unknown people.

7) To-do bar (c) Displays a calendar, a list of all pending tasks and all appointments that are saved.

Q.4) Answer the following questions in two sentences each.

1) State the use of MS outlook 2010.

Ans-(i) MS outlook is a part of the MS office 2010 suite and allows us to easily send and receive

emails from any host account.(ii) With outlook we can access our emails without having to go to the website and logging on to our accounts repeatedly.

2) Explain any two features of MS outlook 2010.

Ans- Quick availability, receive notifications, add reminders, manage contacts, schedule tasks and automate tasks are features of outlook.

i.) Quick availability- We can quickly gain access to our emails without having to go to the website and log on to our accounts.

ii.) Manage contacts- We can add the contact details to our address book and also form groups to whom we frequently send emails, so we do not have to select each recipient.

3) List of different tabs available on the MS Outlook 2010.

Ans- Home, send/ receive, folder, view tabs are available on the MS Outlook 2010.

4) Explain the deleted items folder.

Ans- i) Once the emails are deleted, they are moved to the deleted items folder. These are still a part of our outlook account. To delete these emails, we need to delete them from our outlook account.

ii) These can be deleted the same way we delete emails from other folders in outlook. But what if there are too many emails in the deleted items folder, deleting them may take a long time even if we select them all by pressing the shift key as we may need to scroll through a long list to reachthe email. We can empty the deleted item folder with only two clicks.

5) State the use of the contacts folder.

Ans- The use of contact folder is to display all contacts that we have saved. We need to double click and view its details.

6) State the use of the Search feature

Ans–The search feature helps us to find the files which we had already saved. It is time consuming and especially helpful if more than one criterion to search for an email.