**STD: - 8th (1st Term Exam)**

**Sub: -Computer**

**Lesson no- 6 MS Outlook 2010: Advanced uses**

**Hard Words:**

1) Snooze – To have a short sleep

**Q.1) State whether the following statements are True or False.**

1) We can only add the email address while creating a contact. – **False**

2) A distribution list can contain a maximum of 5 contacts in it. – **False**

3) Selecting a DL will automatically add all the members of the DL to the TO or CC selection of the email. – **True**

4) A task displays a reminder pop-up when it is due. – **False**

5) We can not only create new tasks, but also add an email received as a task. **False**

6) We cannot use DLs while sending meeting requests. **False**

7) An appointment is displayed in the To-Do list screen. – **False**

8) We can only create rules for emails we receive. - **False**

**Q.2) Which of the following will we create- Contacts, Distribution List, Tasks, Meetings, Requests, Appointments or rules- in the following cases.**

1) Set a remainder pop-up to meet our teacher to take exam notes at 11.00 AM. – **Appointment**

2) Send emails sent to a particular recipient to a specific folder. – **Rule**

3) Mark an email received about a test in order to remember to study. – **Task**

4) Save information about a sender of an email. – **Contact**

5) Find out how many people will attend a meeting and set reminders for them. – **Meeting Request**

6) Send an annual day email to your class group. – **Distribution list**

**Q.3) Answer the following questions in two or three sentences each.**

1) What information can we save while creating a contact?

**Ans.** Name, email address, company name, phone number, postal address and much more

Information we can save while creating a contact.

2) How can we change the view of the contacts screen?

**Ans.**By default, contacts are displayed in business card view. To change the view of the contact

Screen click on ribbon, from the current view section, click on list.

3) State any three uses of a distribution list.

**Ans.**i) To create the group, we need to name the group and then add members to it by adding the

Email addresses. ii) This will automatically add all the members of the DL to the To or CC section of

the email.iii) A Distribution list (DL) is a group of contacts.

4) How does a distribution list appear different from a contact?

**Ans.** We can create multiple contacts in the address book of contact but a Distribution list is a group

of contacts.

5) Differentiate between a task, a meeting request and an appointmet.

**Ans.** A task is displayed in the To-Do list screen, without any pop-up message reminding of the task.

A meeting request is sent to multiple attendees and not set only for us, however it does provide a

reminder pop-up. So what do we do if we want a reminder pop-up without sending any meeting

requestsot other? This is when we create an appointment.

6) List any three instances when we may want to create a rule.

**Ans**. i) We want to save all emails from a particular sender in a specific folder.

ii) We may want to automatically flag certain emails as tasks.

iii) We may want to save emails sent to a particular recipient in a specific folder.