

**CLASS X**  
**SUBJECT: IT (VOC)**  
**UNIT 6**  
**ANSWER KEY**

**Session 1**

1. Time management
2. Calendaring
3. Day, week, month

**Session 2**

1. Using menu bar. Using calendar view.
2. Alert
3. Recurrence

**Session 3**

1. Color
2. Classes, meeting, personal, vacations, tutorials

**Session 4**

1. Sharing
2. Calendaring sharing
3. Publish my calendar

**Session 5**

1. File
2. Hide details of private appointments

**Session 6**

1. Meeting
2. Subject, location and timings

**Session 7**

1. Respond
2. Email application
3. Accept, tentative, decline , propose new time
4. Propose new time

**Session 8**

1. Tasks
2. Subject name, the start date, end date, the status, priority of the task

**Session 9**

1. Notes
2. Notes

**Session 10**

1. Journal
2. Emails sent & received  
Telephone calls  
Meeting requests & responses  
Office documents you manage