

GRADE 7

CHAPTER -10

MICROSOFT OUTLOOK 2010

Q1. How can we start Microsoft Outlook 2010?

Ans: Click Start → All Programs → Microsoft Office → Microsoft Outlook 2010

Q2. Name the components of Microsoft Outlook 2010.

Ans: The components of Microsoft Outlook 2010 are Resource pane, Tabs, Ribbon, Group, Contents Pane and Status bar.

Q3. What is inbox?

Ans: Inbox is where all your incoming messages land.

Q4. What is Outbox?

Ans: Outbox is where all your outbound, but not sent messages are temporarily stored before being sent.

Q5. What are the features of a good e-mail program?

Ans:

- 1. E-mail address is unique.**
- 2. Send and receive messages**
- 3. Sends the same message to multiple recipients.**
- 4. Composes and reads messages offline.**
- 5. Has an address book to save and retrieve e-mail address.**
- 6. Create multiple folders to organise e-mails.**