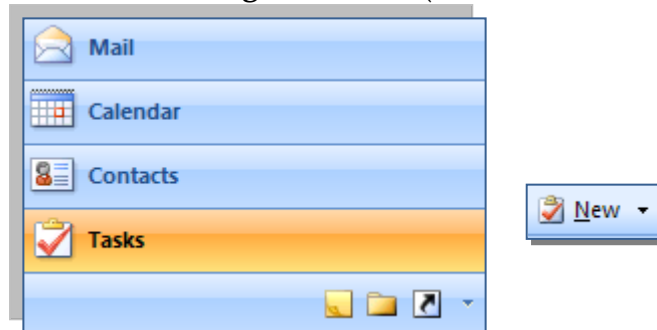


## ADDING TASKS

The task feature is used to track through completion a person or work-related errand. A task can recur one time or periodically over a period of time.

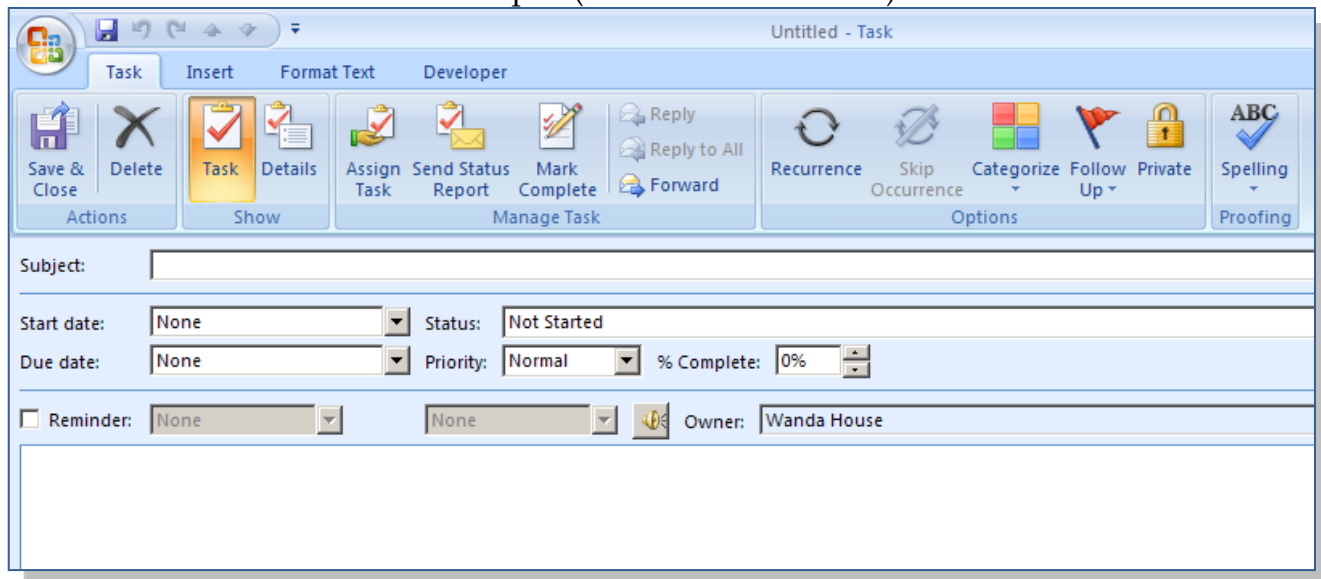
✚ Click the **Tasks** link at the bottom of the **Navigation Pane** (see illustration below left).



✚ The **To-Do-List** window will display.

✚ Click the **New** button on the **To-Do-List** toolbar (see illustration above right).

✚ The **Untitled-Tasks** window will open (see illustration below).

A screenshot of the 'Untitled - Task' window. The window title is 'Untitled - Task'. The ribbon has tabs for 'Task', 'Insert', 'Format Text', and 'Developer'. The 'Task' tab is active, showing a toolbar with icons for 'Save & Close', 'Delete', 'Task', 'Details', 'Assign Task', 'Send Status Report', 'Mark Complete', 'Reply', 'Reply to All', 'Forward', 'Recurrence', 'Skip Occurrence', 'Categorize', 'Follow Up', 'Private', and 'Spelling'. Below the ribbon is a form with the following fields: 'Subject:' (text box), 'Start date:' (dropdown menu with 'None' selected), 'Status:' (dropdown menu with 'Not Started' selected), 'Due date:' (dropdown menu with 'None' selected), 'Priority:' (dropdown menu with 'Normal' selected), '% Complete:' (spinner with '0%' selected), 'Reminder:' (checkbox), 'Reminder:' (dropdown menu with 'None' selected), and 'Owner:' (text box with 'Wanda House' entered).

✚ In the **Subject** box, input what the task is.

✚ Click the **Start Date** list arrow to select the date when the Task should start.

✚ Click the **Due Date** list arrow to select the date when the Task is to be completed.

✚ In the **Status** list, select from **Not Started**, **In Progress**, **Completed**, **Waiting on Someone Else**, or **Deferred**.

✚ Click the **Priority** list arrow and select from **Low**, **Normal**, or **High**.

✚ Specify the percentage of the Task that has been completed by clicking the spinner arrow for **% Complete**.

✚ Click the **Reminder** check box if a reminder is to be given for when the Task needs to be completed.

✚ Click the **Reminder** list arrow to choose the date when a reminder should be displayed.

✚ Click the second **Reminder** box to specify the time of day when the **Reminder** should be displayed.

✚ In the **Text Box**, input a detailed description of what the Task is.

✚ Click the **Task Tab**, if necessary.

✚ In the **Actions Group**, click the **Save and Close** button to add the Task to the list.