

Microsoft Outlook – Applying a Current View



Applying a Current View

There are thirteen different Views available within tasks, it is also possible to create a custom View as well.

The **To-Do List** groups the task by **Current Week, Next Week, Next Month** and **Later**.

Current View

- Simple List
- Detailed List
- Active Tasks
- Next Seven Days
- Overdue Tasks
- By Category
- Assignment
- By Person Responsible
- Completed Tasks
- Task Timeline
- Server Tasks
- Outlook Data Files
- To-Do List

Tasks

All Task Items

My Tasks

To-Do List

Current View

Simple List

Detailed List

Active Tasks

Next Seven Days

Overdue Tasks

By Category

Assignment

By Person Responsible

Completed Tasks

Task Timeline

Server Tasks

Outlook Data Files

To-Do List

To-Do List

Task Subject

Start Date

Reminder Time

Due Date

In Folder

Categories

(Filter Applied)

Search To-Do List

Click here to add a new Task

Due Date: Next Week

Get plane ticket

None

None

Wed 07/05/2008

Tasks

Holiday

Due Date: Next Month

Monthly Report

None

None

Thu 29/05/2008

Tasks

Work

Due Date: Later

Get a book to read

Wed 11/06/2008

Wed 11/06/2008 09:00

Sat 14/06/2008

Tasks

Holiday

If you have entered a Category for your tasks, select the **By Category** to group by Category.

This is useful when running several projects. Create a Category for each of your projects, select the custom Project Category when entering each of the project tasks.

Current View

- Simple List
- Detailed List
- Active Tasks
- Next Seven Days
- Overdue Tasks
- By Category

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Apply the **By Category** to view the tasks grouped by the Category.

The screenshot shows the Microsoft Outlook interface with the 'Tasks' pane open. The 'To-Do List' is displayed, and the 'By Category' view is selected in the 'Current View' list. The tasks are grouped by category, with red arrows pointing to the category headers and the 'By Category' view option.

Task Subject	Status	Due Date	% Complete	Categories	In Folder
Categories: (none) (1 item)					
www	Not Started	Wed 30/04/2008	0%		Tasks
Categories: Holiday (2 items)					
Get plane ticket	Not Started	Wed 07/05/2008	0%	Holiday	Tasks
Get a book to read	Not Started	Sat 14/06/2008	0%	Holiday	Tasks
Categories: Work (1 item)					
Monthly Report	Not Started	Thu 29/05/2008	0%	Work	Tasks