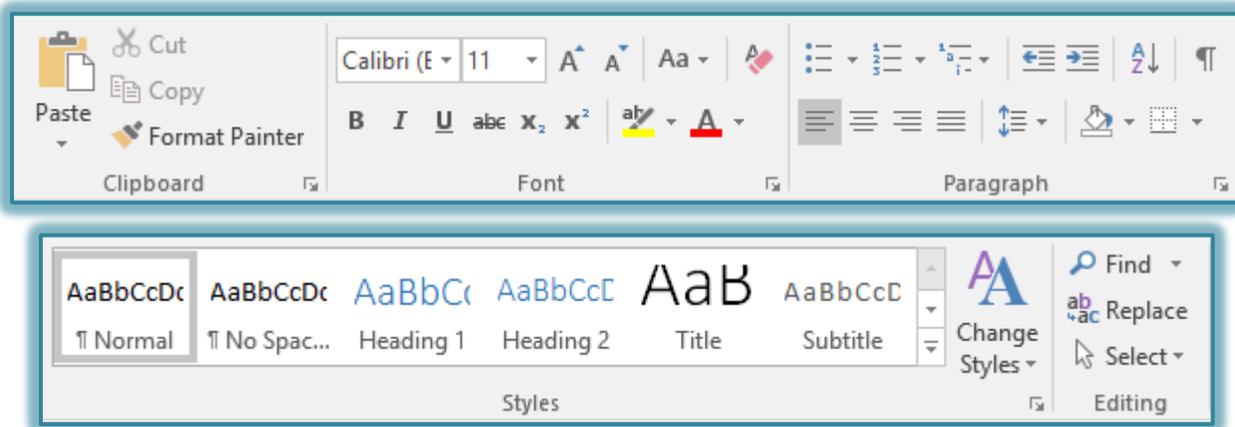# Add Task Ribbon-Format Text Tab

This tab is used to apply formatting to the Notes area of the Tasks window. The table below provides a listing of the groups and buttons on the Format Text tab of this ribbon. A description of each button is also provided.

Group/Button	Description
Clipboard Group	
Paste	To insert text from the clipboard that has been copied from another document or another place in the current Task, click this button.
Cut	To remove a portion of an entry in the text area of the Task, click this button. The information will be placed on the clipboard. It can then be inserted into another area of the appointment or meeting text.
Copy	Use this button to copy text from the Notes area of the Task and place it on the clipboard.
Format Painter	This button can be used to copy text formatting from one part of the Notes area to another location within the same area or into another Task or program.
Font Group	
Font Type	Click the list arrow for this button to select another font type for the selected text. A list of different font types will display.
Font Size	To change the font size for selected text within the text area, click the list arrow for this button. A list of different font sizes will display. Click one of the sizes to select it.
Increase Font Size	Use this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase by one or two point increments.
Decrease Font Size	This button is used to decrease the size of the font for selected text. Each time the button is clicked, the font size will decrease by one or two point increments.
Change Case	To change the case for selected text, click this button. The options are: **Sentence case**, **UPPER CASE**, **lower case**, **Capitalize Each Word**, or **tOGGLE cASE**.
Clear All Formatting	To clear all the formatting from selected text, click this button. This will restore the formatting to the default format.

Group/Button	Description
Bold	Click this button to apply **Bold** formatting to selected text.
Italic	To *italicize* selected text, click this button.
Underline	Use this button to underline selected text. Click the list arrow on the right side of the bullet to select a different line type.
Strikethrough	This button is used to draw a line through the ~~middle~~ of selected text.
Subscript	Click this button to draw small letters below the baseline of selected text.
Superscript	Use this button to draw small letters above the baseline of selected text.
Text Highlight Color	Click this button to apply highlighting to selected text. A gallery of different highlight colors will appear when the list arrow is clicked.
Font Color	This button is used to change the font color of selected text. A gallery of different Font Colors will display when the button is clicked.
Paragraph Group	
Bullets	To format a list with bullets, click this button. Click the list arrow on the right side of the button to select a different bullet style. Click the Define New Bullet link to create additional bullet styles.
Numbering	Click this button to apply number formatting to a list. Click the list arrow on the right side of the button to select a different number style. Click the Define New Number Format link to create additional number styles.
Multilevel List	This button is used to create an outline or a multilevel list. Click the list arrow on the right side of the button to select from additional list options. Click the Define New Multilevel List link to create additional number styles.
Decrease Indent	Use this button to decrease a temporary left margin in 0.5-inch increments. A temporary left margin is set when the Increase Indent button is clicked.
Increase Indent	Click this button to set a temporary left margin. Each time the button is clicked, the margin will increase 0.5-inches.
Sort	This button is used to sort a list or paragraph of text. The text has to be selected before it can be sorted.
Show/Hide	Click this button so that paragraph marks, tabs, and word spacing will appear within the text.
Align Left	To align a paragraph on the left side of the Notes pane, click this button.
Center	This button is used to center a paragraph of text in the Notes pane.
Align Right	Use this button to align a paragraph of text to the right of the Notes pane.
Justify	Click this button to align the left and right margins of a paragraph evenly in the Notes pane.

Group/Button	Description
Line and Paragraph Spacing	To change the spacing between lines or paragraphs, click this button. The options are: **Single Spacing**, **1.5 Spacing**, **Double Spacing**, **Paragraph**, **Add Space Before Paragraph**, and **Add Space After Paragraph**.
Shading	Use this button to apply shading to selected text. A gallery of shades will appear when the arrow on the right side of the button is clicked.
Border	Click this button to apply a border to selected text. When the arrow on the right side of the button is clicked, a list of different border options will appear.
Styles Group	
Styles Gallery	This feature is used to apply different formatting to a paragraph of text. Click the **More** button to display a gallery of different styles. This button is located in the lower-right corner of the gallery.
Change Styles	To make changes such as font type, font color, or paragraph spacing to a selected style, click this button.
Editing Group	
Find	To locate text or other objects, click this button. The Find and Replace dialog box will display with the Find tab selected.
Replace	Click this button to locate text and then replace it with other text. The Find and Replace dialog box will display with the Replace tab selected.
Select	Use this button to select all the text or objects in the Notes pane. The three options are **Select Text**, **Select Objects**, or **Select All Text with Similar Formatting**.