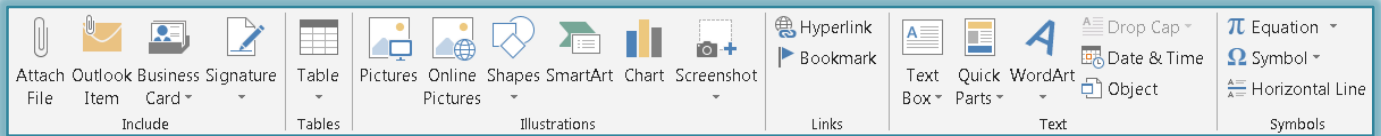


Add Tasks Ribbon-Insert Tab

This ribbon is used to perform different tasks when creating a new task in Outlook. Tasks such as attaching files or other objects into a Task, inserting tables or pictures into the Notes area can be performed using this tab. The table below provides a listing of the groups and buttons on the Insert Tab of this ribbon. A description of each button is also provided.



Group/Button	Description
Include Group	
Attach File	This button is used to attach a file to the text area of a Task. When the button is clicked, the Insert File window will display.
Outlook Item	Use this button to attach another Outlook item, such as a Contact or Email Message, to a Task.
Business Card	Click this button to attach an electronic business card to a Task. Select the Other Business Cards option to select a Business Card from the Contacts or Global Address List .
Signature	To insert your signature into the text area of a Task, click this button. If more than one signature is specified, a list of the signatures will appear.
Tables Group	
Table	This button is used to insert a table in the text area of the Task. A grid will appear when the button is clicked that can be used to select the number of columns and rows for the table. Click the Insert Table link to specify additional table options.
Illustrations Group	
Picture	Click this button to insert a picture from a file into the text area of a Task. The Insert Picture window will display when the button is clicked.
Online Pictures	To insert a clip art image into the text area of a Task, click this button. The Insert Picture window will display. Select from either Office.com Clip Art or Bing Image Search to locate an image to insert.
Shapes	This button is used to insert shapes, such as rectangles and circles, into the text area of a Task. A gallery of different shapes will display when the button is clicked. Once the shape has been selected, click in the text area and then draw the shape.
SmartArt	Smart Art is used to insert diagrams and other objects used to show a process into the text area of a Task. Click this button to display a gallery of different graphics.
Chart	To insert an Excel chart into the text area of a Task, click this button. When the button is clicked, a gallery of different chart types will display.

Group/Button	Description
Screenshot	Use this button to insert a picture of any program that is not minimized to the Task Bar. Click Screen Clipping to insert a picture of any part of the screen.
Links Group	
Hyperlink	This button is used to insert a link to a Web page or a document into the text area of the Task. When the button is clicked, the Hyperlink dialog box will display.
Bookmark	Bookmarks are used to move to a specific point within a document. Once the Bookmark has been created, a hyperlink can be created to the Bookmark.
Text Group	
Text Box	Click this button to insert a Notes area into the text area of a Task. A textbox can be used to highlight something within the area.
Quick Parts	The only option available in this area is the AutoText feature. This means that pre-saved text can be inserted into the Notes area of the message.
WordArt	Use this button to insert a WordArt image into the Notes area of a Task. Word Art is used to add special formatting to text.
Drop Cap	To add emphasis to the first letter in a paragraph, click this button. The first letter of the paragraph will appear larger than all the other letters in the paragraph. This feature is not available in the Tasks window.
Date & Time	Click this button to insert a date within the Notes area of the Task. A gallery of different date and time formats will appear.
Object	This button is used to insert an object, such as an Excel chart or Word table, into the text area of a Task.
Symbols Group	
Equation	To insert an equation within the Task Notes area, click this button. The Equation Tools Design Contextual Tab will display. This tab is used to insert and format equations.
Symbol	Click this button to insert a symbol into the Task Notes area. A gallery of symbols will display when the button is clicked.
Horizontal Line	Use this button to insert a Horizontal Line into the Notes area of the Task. Double-click the line to change the color or height of the line.