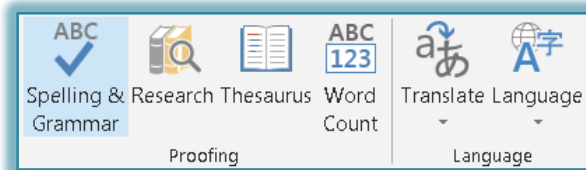


Add Tasks Ribbon-Review Tab

This ribbon is used to perform different tasks when creating a new Task in Outlook. Tasks such as checking the spelling in the Task, changing the language for the Task, or translating the message from a different language can be performed using this ribbon. The table below provides a listing of the groups and buttons on the Review Tab on this ribbon. A description of each button is also provided.



Group/Button	Description
Proofing Group	
Spelling & Grammar	To check the spelling and grammar in the Notes area of a Task, click this button.
Research	This button is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries and encyclopedias.
Thesaurus	To search for antonyms and synonyms for a selected word, choose this option. The Thesaurus Task Pane will display when the button is clicked.
Word Count	This button is used to determine how many words are in the text area of a Task. When the button is clicked, the Word Count window will open. This window display how many pages, words, paragraphs, lines, and characters there are in the Notes area.
Language Group	
Translate	This option is used to translate text in the Task Notes area to a different language. The whole area can be translated or just selected text.
Language	Use this button to set the language for selected text within a Task. A list of different languages will display. Click one of the options to select it.