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## Google Task List Quick Reference Guide



ICT Training & Development

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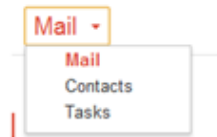
## Google Task List

Tasks can be created and accessed from both your Google Apps Calendar and Google Apps Email. A task list is a simple to-do list that you can use to keep track of actions you need to perform.

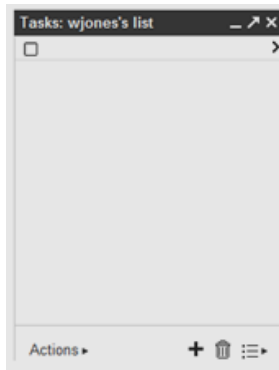
### Show the task list

To create task:

- Click on the drop-down arrow next to **Mail** on the left-hand side of the Google Apps Email screen
- Choose **Tasks** to show the task list



- The task list will show in a new pane near the bottom-right corner of the screen—click on the arrow button to show the task list in a new window



Click on the X along the top of the task pane to close the task list

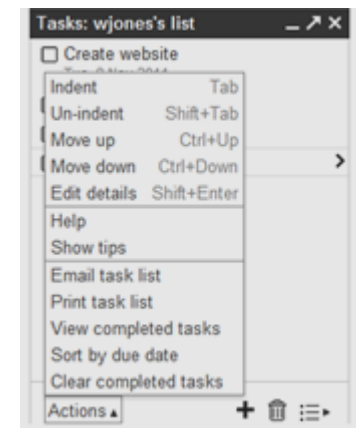
Tasks can be added quickly to the task pane once it has been displayed. Only the name of the task is added at this stage, although more details can be added later if required.

You can share a task list with colleagues by emailing the list. All items and their details will be sent in the body of the email. You can only email a task list from within Google Apps Email, not from the task list showing in the Calendar.

### Email a Task List

To email a task list:

- Click on the **Actions** menu of the task list in Google Apps Email
- Choose the **Email Task List** option



A new email message will be created that has the task list as the message body. Address and send the message as normal.

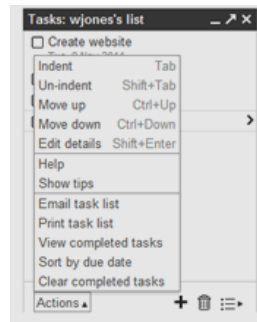


You can print a list of all the tasks within a list. You will be able to choose the printer to use, the number of copies to print and additional options such as page orientation.

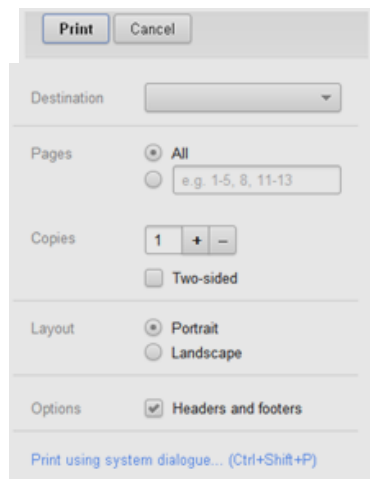
### Print a Task List

To print all tasks within a list:

- Click on the Actions menu in the task list
- Choose Print Task List



- Choose the printer you wish to print the task list to and the number of copies you wish to print, then click on Print



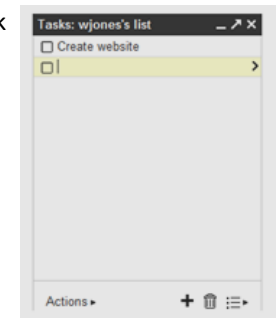
If the print preview window does not close automatically, click on the cross in the right-hand corner of the window to return to Google Apps Email or Calendar.

### Create a task

To show the task pane, click on the Tasks link on the left-hand side of the screen

To add a task:

- Click at the top of the task list, under the task name (Default List) next to the first check box
- Type the task detail
- Press [Return] to create another new task, or click away from the task pane in a blank area of the screen if you don't want to create another task



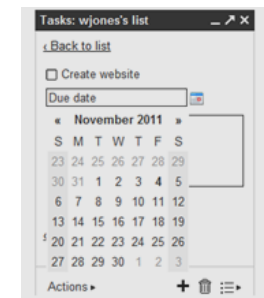
If you press {Return} by accident and a new task is created that is not required, press {Delete} to remove the task. To create another task at a later stage, click under the first task to show a new check box, then enter the task description

When a task is created, only the name of the task is entered. Once a task has been created, additional details can be added such as the due date and any notes.

### Edit a task

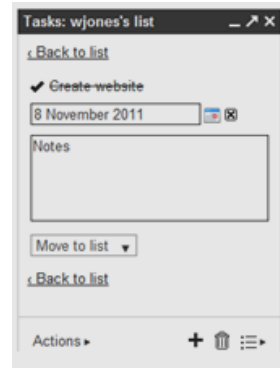
To add details, click on the > symbol after the task description

- Set a **Due Date** by typing this in the box, or by clicking on the **Date** button and selecting a date from the pop-up window



- Add any **Notes** required

- Mark a task as complete by clicking on the check box in front of the task description—the task will appear ticked and crossed out in the list



- Click on the **Back to List** link when complete

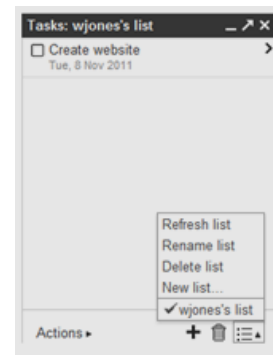
When you set a due date for a task, it will show in the **Tasks** calendar, which shows by default in the **My Calendars** list. You change the colour of the task calendar in the same way as you would with a normal calendar.

When you use tasks for the first time, a Default task list is created that will hold any tasks you add. You can create additional task lists with more meaningful names e.g. to match the projects you are working on.

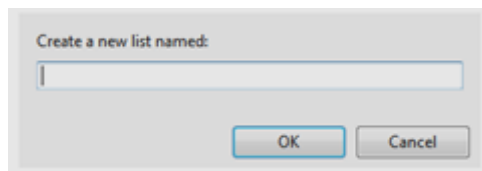
### Create a new task list

To create a new task list:

- Click on the Switch List button in the bottom-right corner of the task list



- Choose **New List** from the pop-up menu
- Type a name for the new task list and click on **OK**

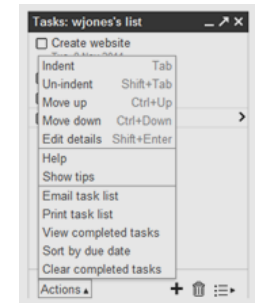


Only one task list displays in the task pane at a time. To show another list, click on the **Switch List** button in the bottom-right corner of the screen and choose the list you wish to show. You can also use the **Switch List** button to rename the list currently showing, or to delete a task list. When you delete a list, all tasks in that list will also be deleted.

You can use the Actions menu at the bottom of the task pane or keyboard shortcuts to sort and arrange the task in a list. You can also re-order tasks in a task list by drag-and-drop.

### Arrange and sort tasks

- Use the Actions menu at the bottom of the task pane to arrange tasks in a task list



You can also use keyboard shortcuts to arrange your tasks

Option	Shortcut	Description
Indent	[Tab]	Indents the task from the left to show that it is a sub-task of the one above it
Un-indent	[Shift Tab]	Moves the task back so that it's in line with the task above
Move Up	[Ctrl Up]	Moves the task up in the list
Move Down	[Ctrl Down]	Moves the task down in the list
Edit Details	[Shift Enter]	Allows you to enter additional information such as due date and notes

Additional options from the Actions menu:

- Click on View Completed Tasks to show completed tasks only, then click on the Back to List link to show all tasks again
- Click on Sort by Due Date to show tasks in date order
- Click on Clear Completed Tasks to remove all tasks that have been completed

You can also re-order tasks in a task list by drag-and-drop. Position the mouse pointer to the left of the check box for the task you wish to move—the mouse pointer will change to a hand and shading will appear. Click and drag the task to the required position.

