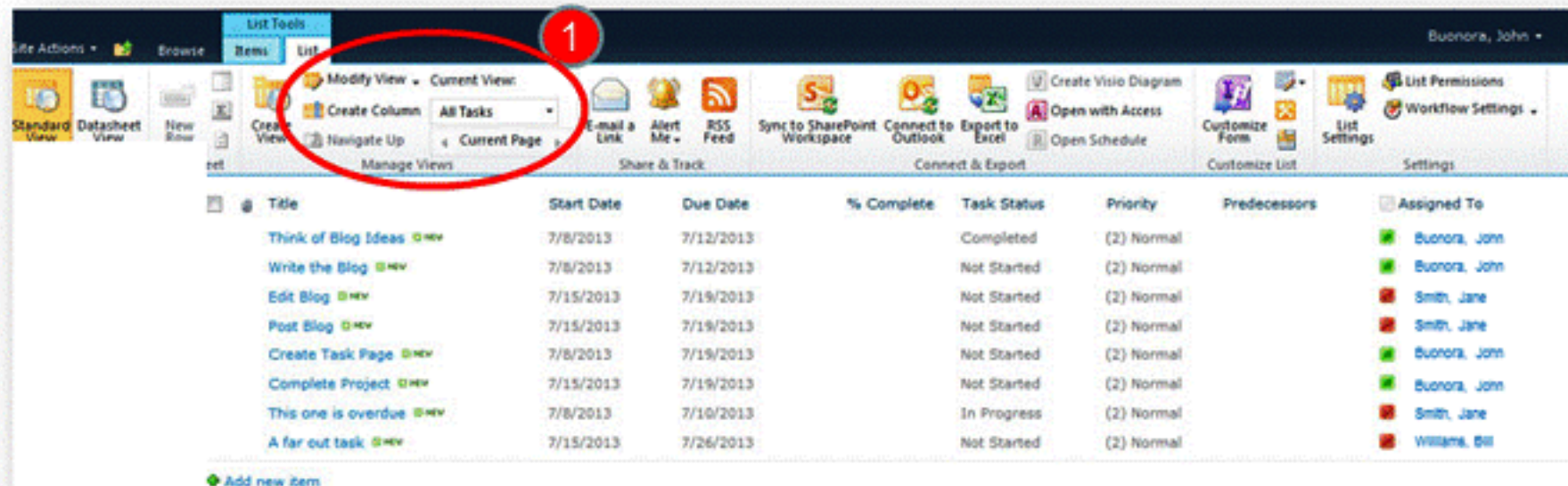


The Project Task List



The screenshot shows the SharePoint interface for a task list. The 'List Tools' ribbon is active, and the 'Modify View' button is circled in red. A red circle with the number '1' is placed next to the 'Modify View' button. The 'All Tasks' view is selected in the dropdown menu. Below the ribbon, a table of tasks is displayed with columns for Title, Start Date, Due Date, % Complete, Task Status, Priority, Predecessors, and Assigned To.

Title	Start Date	Due Date	% Complete	Task Status	Priority	Predecessors	Assigned To
Think of Blog Ideas	7/8/2013	7/12/2013	Completed	(2) Normal		Buonora, John	
Write the Blog	7/8/2013	7/12/2013	Not Started	(2) Normal		Buonora, John	
Edit Blog	7/15/2013	7/19/2013	Not Started	(2) Normal		Smith, Jane	
Post Blog	7/15/2013	7/19/2013	Not Started	(2) Normal		Smith, Jane	
Create Task Page	7/8/2013	7/19/2013	Not Started	(2) Normal		Buonora, John	
Complete Project	7/15/2013	7/19/2013	Not Started	(2) Normal		Buonora, John	
This one is overdue	7/8/2013	7/10/2013	In Progress	(2) Normal		Smith, Jane	
A far out task	7/15/2013	7/26/2013	Not Started	(2) Normal		Williams, Bill	

1 Change the View to All Tasks and then choose Modify View to set it as the default

The Completed Page

The screenshot shows a task management interface with a dark header bar. The header contains 'Site Actions', a 'Browse' button, and a 'Page' dropdown. The user's name 'Buonora, John' is in the top right. The main content area is divided into several sections, each with a numbered callout:

- 1 My Tasks:** A table with columns: Title, Start Date, Due Date, Task Status. It lists three tasks: 'Write the Blog' (due 7/12/2013), 'Create Task Page' (due 7/19/2013), and 'Complete Project' (due 7/19/2013). All are 'Not Started'.
- 2 TASKS DUE THIS WEEK:** A table with columns: Title, Start Date, Due Date, Assigned To. It lists 'Write the Blog' (assigned to Buonora, John) and 'Edit Blog' (assigned to Smith, Jane).
- 3 TASKS STARTING IN A WEEK:** A table with columns: Title, Start Date, Due Date, Task Status, Assigned To. It lists 'Post Blog' (assigned to Smith, Jane), 'Complete Project' (assigned to Buonora, John), and 'A far out task' (assigned to Williams, Bill).
- 4 OVERDUE TASKS:** A table with columns: Title, Due Date, Assigned To. It shows one overdue task: 'This one is overdue' (due 7/10/2013, assigned to Smith, Jane).
- 5 TASKS BY PERSON:** A list of tasks grouped by assignee: 'Assigned To: Buonora, John (4)', 'Assigned To: Williams, Bill (1)', and 'Assigned To: Smith, Jane (3)'.

1 My Tasks – This view is personalized for the person looking at the page

2 Shows all Tasks Due at the end of the week

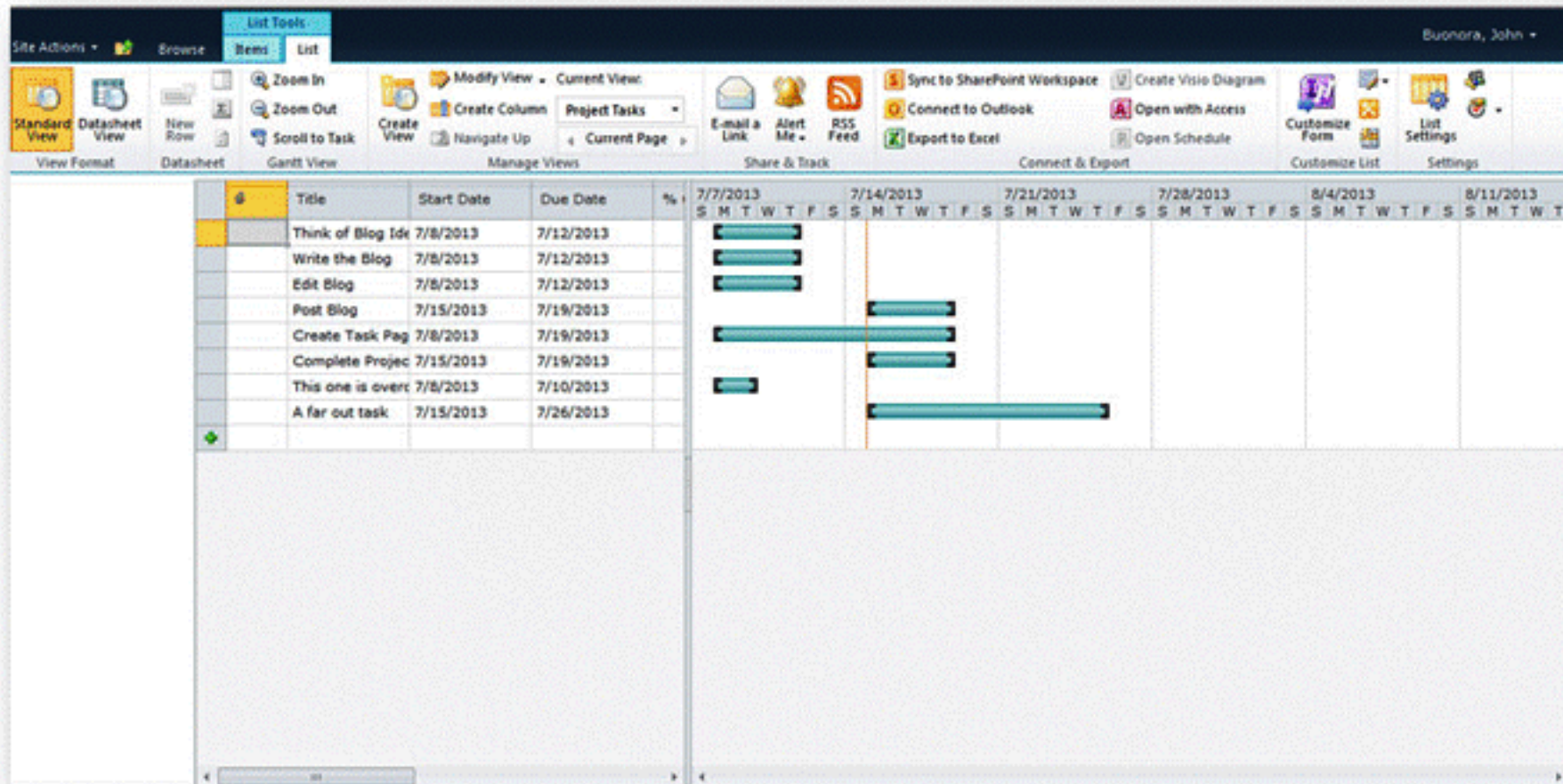
3 Shows all Tasks that are starting next week

4 Most important, shows what's overdue

5 Lists all the tasks but grouped by person so you can see the resource balancing

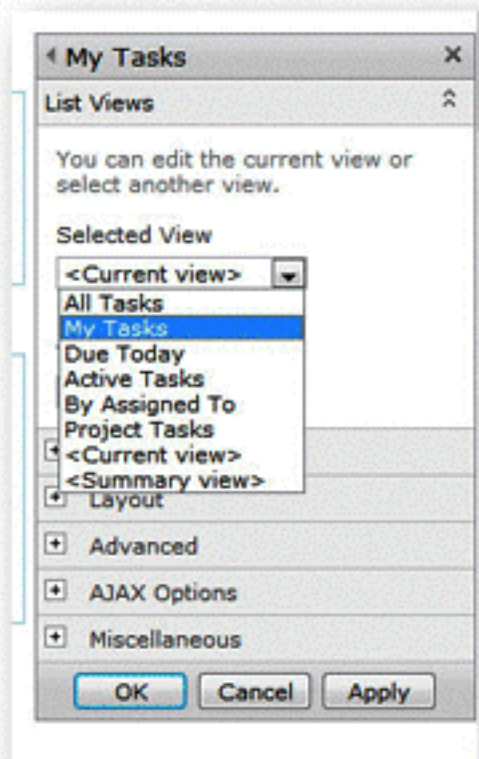
Gantt View

- 1 The Gantt View can be used on the List or applied when the List is added to a page

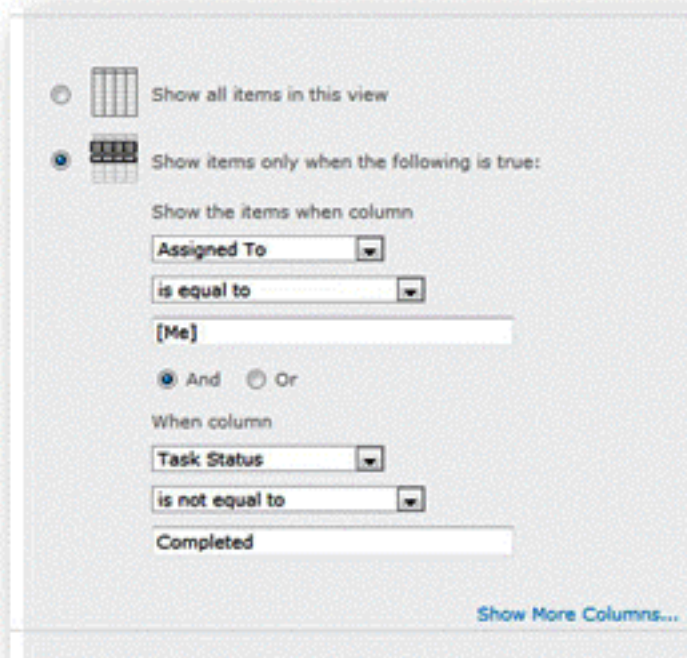


Setting Up My Tasks

1 The quick and easy way

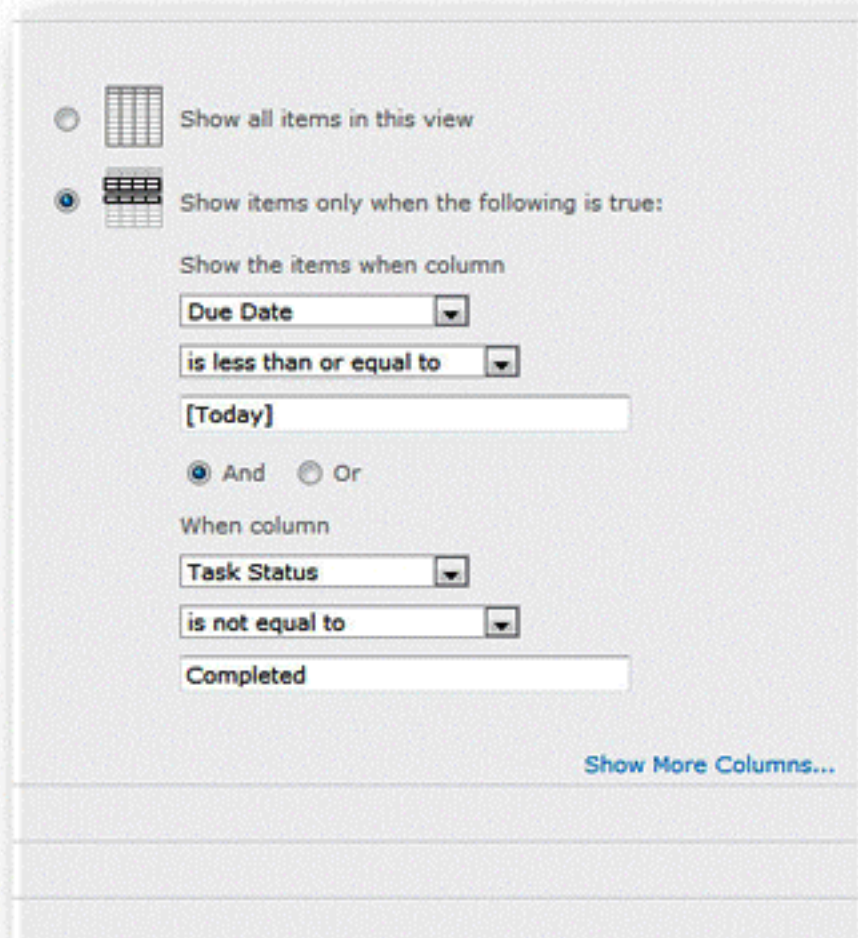


2 This way you can filter out the completed items. The [me] command makes its debut



Overdue Tasks

- 1 The [today] command makes its debut



The screenshot shows a configuration dialog for a task view filter. It has two radio buttons at the top. The first is unselected and has a grid icon. The second is selected and has a grid icon with a red 'X' in the top-left cell. Below the selected option is the text "Show items only when the following is true:". Underneath, it says "Show the items when column" followed by a dropdown menu containing "Due Date". Below that is another dropdown menu containing "is less than or equal to", followed by a text input field containing "[Today]". There are two radio buttons for "And" (selected) and "Or". Below that, it says "When column" followed by a dropdown menu containing "Task Status". Below that is another dropdown menu containing "is not equal to", followed by a text input field containing "Completed". At the bottom right, there is a blue link that says "Show More Columns...".

Due or Starting in a Week

Filter

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type **[Today]** or **[Me]** as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. [Learn about filtering items.](#)

1

By manipulating the clause, you can bracket the dates and get all the tasks within a range of days. Change the Column from Due Date to Start Date and you can see what work is beginning on the horizon

Show all items in this view

Show items only when the following is true:

Show the items when column

Due Date [Today]

And Or

When column

Due Date [Today]+7

And Or

When column

Task Status Completed

1

Tasks by Person

Group By

Select up to two columns to determine what type of group and subgroup the items in the view will be displayed in. [Learn about grouping items.](#)

1

Group by Assigned To to see your resource allocation. Remember, the Grouping function only works if you have one value for the column.

Totals

First group by the column:

Assigned To

Show groups in ascending order
(A, B, C, or 1, 2, 3)

Show groups in descending order
(C, B, A, or 3, 2, 1)

Then group by the column:

None

Show groups in ascending order
(A, B, C, or 1, 2, 3)

Show groups in descending order
(C, B, A, or 3, 2, 1)

By default, show groupings:

Collapsed Expanded

Number of groups to display per page:

30

2

You can change the title of any webpart

Blog_Tasks [2]

List Views

You can edit the current view or select another view.

Selected View

<Current view>

[Edit the current view](#)

Toolbar Type

Summary Toolbar

Appearance

Title

TASKS BY PERSON

Height

Should the Web Part have a fixed height?

Yes No

No. Adjust height to fit zone.

Width

Should the Web Part have a fixed width?

Yes No

No. Adjust width to fit zone.

Chrome State

Minimized

Normal