

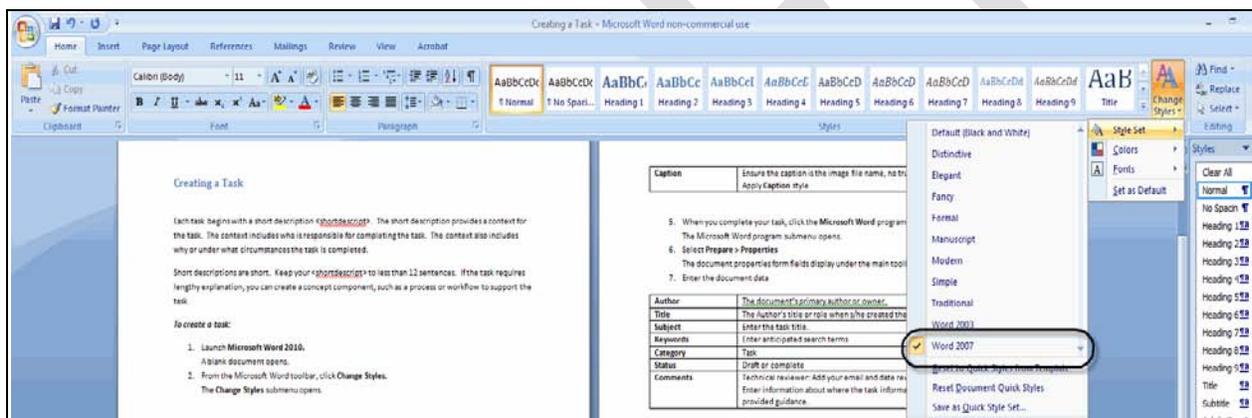
Creating a Task

Each task begins with a short description <shortdescript>. The short description provides a context for the task. The context includes who is responsible for completing the task. The context also includes why or under what circumstances the task is completed.

Short descriptions are short. Keep your <shortdescript> to less than 12 sentences. Create a concept component such as a process or workflow if the task requires a lengthy explanation.

To create a task

1. Launch **Microsoft Word 2010**.
A blank document opens.
2. From the Microsoft Word toolbar, click **Change Styles**.
The **Change Styles** submenu opens.



Change Styles Submenu

3. Select **Style Set > Word 2010**.
The **Styles** toolbar refreshes.
Headings 1 through 4 display blue font.
Normal font is Calibri (Body) 11.

NOTE: If you are using Microsoft Word 2007, select the Word 2007 style set. The Word 2007 style set is the same as the Word 2010 style set.

4. Begin creating your task. Use the table as a formatting guide.

Task Title	Use a gerund Apply Heading 2 style Save the Task file with the same name as the task title; no truncations, no abbreviations
Short Description	Required. Normal style.

Task intro	Use toolbar's in-line formatting bold/italic
Step	Use toolbar's in-line formatting; number w/ period Step 1 is written: Navigate to XXXX > XXXX > XXXX Assume the user is logged in and on the application's landing page.
Step Result	Required. Apply List Paragraph style.
Screen shot	Full screen shot with "You are here," black call out. Link-to-file commonly reused images. Image file name is complete, no truncations
Caption	Ensure the image caption is the image file name; no truncations, no abbreviations. Apply Caption style.
Call outs	One per graphic, 3pt line BLACK only.

HINT: Select **Normal** style when you insert a table or image into a document. **Normal** style ensures the table or image is correctly aligned.

5. When you complete the task, click the **Microsoft Word** program icon.
The **Microsoft Word Program** submenu opens.
6. Select **Prepare > Properties**.
The document properties form fields display under the main toolbar.
7. Enter the document data.

Author	The document's author or owner.
Title	The Author's title or role when s/he created the document
Subject	Enter the task title.
Keywords	Enter anticipated search terms
Category	Task
Status	Draft or Complete
Comments	Technical reviewer: Add your email and date reviewed. Enter information about who or what was the primary source of the data.

8. Click **Save**.
Microsoft Word saves the document and the document properties.
9. Add the task's name to the library's Sharepoint **data map**.
Sharepoint notifies your editor that a task is ready to be edited.