

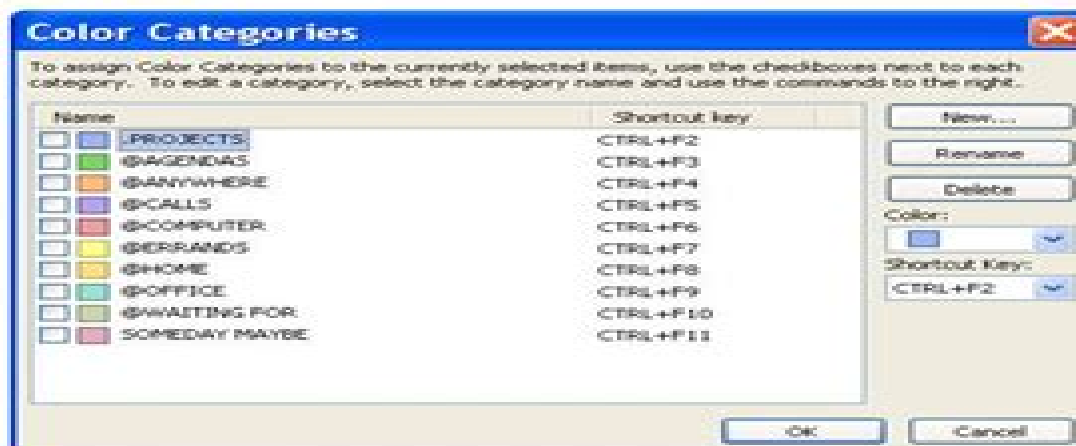
Customize your Categories to work as lists

8. To customize your Categories, open a New Task dialog (Click "New Task" button in the top left corner of Tasks under the Home tab or use the shortcut <Ctrl+Shift> k). Select the "Categorize" button in the Tasks window. Select "All categories" to edit the list of categories:



Alternate method for customizing Categories: If you have already created Tasks, you can click on a Task in the Tasks list and the Categorize button in the ribbon should become enabled. It will remain gray if you do not have a Task selected and you will need to get to the Categories list through a new Task, as described above, instead.

9. Click the **New** button and add each of your desired list names as a new category or use the existing categories and Rename them. In this same dialog box you can select a color for each category and a unique shortcut key if you want. Click **OK** when done.



Gtd Outlook 2010 Setup Guide

A Gutmann



Gtd Outlook 2010 Setup Guide:

Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Gtd Outlook 2010 Setup Guide**

In a world inundated with monitors and the cacophony of instant conversation, the profound power and mental resonance of verbal beauty usually disappear in to obscurity, eclipsed by the regular assault of sound and distractions. However, nestled within the musical pages of **Gtd Outlook 2010 Setup Guide**, a interesting work of literary brilliance that impulses with organic emotions, lies an remarkable trip waiting to be embarked upon. Penned with a virtuoso wordsmith, this enchanting opus courses visitors on a mental odyssey, lightly exposing the latent possible and profound affect stuck within the elaborate web of language. Within the heart-wrenching expanse of this evocative evaluation, we will embark upon an introspective exploration of the book is main subjects, dissect its captivating publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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