

# SharePoint® win

## Keep track of to-dos with a Project Task List

A Project Task List displays a collection of tasks or work items that are part of a project. This tool lets you manage and track progress on a project, and you can even assign people to tasks so they know what they need to do.

### To create a project tasks list:

1. Click **All Site Content** on the lower left hand section of the screen, and then click **Create** on the All Site Content page.

*Tip: In most cases, you can use the Site Actions menu instead to complete this step.*

2. Under the Tracking category, click **Project Tasks**.
3. In the Name box, enter in a name for the Project Tasks list.
4. Select **More Options** if you would like to enter a description for the list or if you want to create a link to this list on the Quick Launch.
5. If an email notification section appears, you can set up your task list so that a notification is sent to someone when they are assigned a task.

*Note: A server administrator must first enable email settings for this option to appear.*

6. Click **Create**.

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## Life win

### WHAT TO HAVE FOR DINNER

*Admit it, you're already thinking about it.  
So why not have...*

#### Rosemary Red Soup

Recipe reprinted with permission from the book Feeding the Whole Family and the quirky on-line cooking show Cookus Interruptus. Want to watch how to make it? [Click here.](#)

SERVES: 6-8

TAKES: 50 minutes

#### WHAT YOU NEED

- 3 medium carrots, chopped
- 1 beet, chopped (2 if small)
- 1 tablespoon extra-virgin olive oil
- 1 large onion, diced
- 2 tablespoons fresh chopped rosemary or 2 teaspoons dried
- 1 tablespoon fresh oregano or 1 teaspoon dried
- 1 cup dried red lentils
- 2 bay leaves
- 4-5 cups water or stock
- 2-3 tablespoons light miso

#### WHAT YOU DO

Scrub and chop carrots and beet. Remove tops of beet if present. No need to peel unless vegetables are not organic. Heat oil in a 4-quart pot; add onion and sauté until soft. Add carrots and beet; sauté a few minutes more. Finely chop rosemary and oregano leaves, if using fresh herbs. Wash and drain lentils. Add herbs, lentils, bay leaves, and water or stock to sautéed vegetables; bring to a boil. Lower heat and simmer 40 minutes. Remove bay leaves. Let soup cool and puree in small batches in blender or use an immersion blender. Dissolve miso in ½ cup water and stir into pureed soup. Gently reheat before serving if needed and garnish with sour cream if desired.

Source: *Cookus Interruptus*