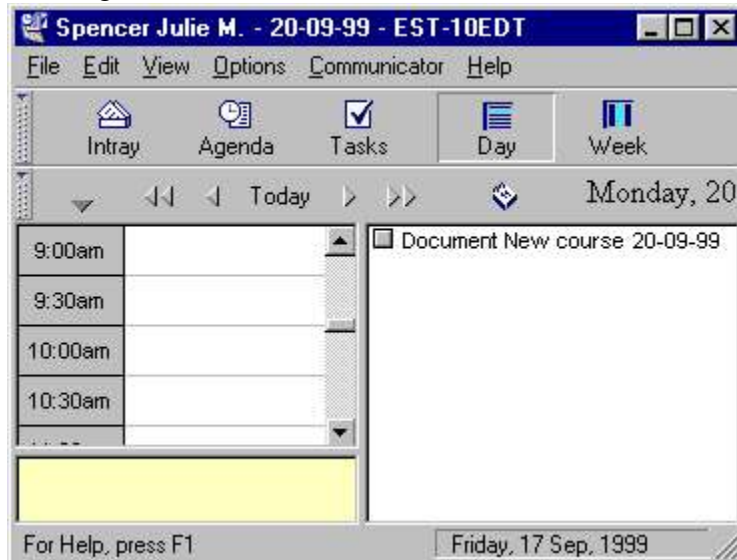


Deleting Tasks

Task Selection

The first step to deleting a task is to select it. Find the task in either the task pane



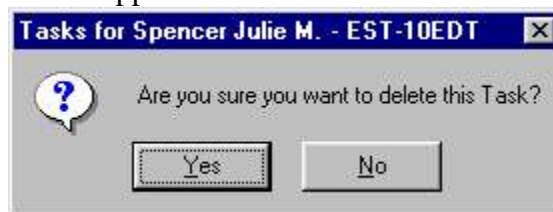
or in the task window.



and click on it with the mouse.

Delete the task

The task is then deleted using the menu item Edit → Delete Task (alternative – Press Del). A confirmation box will appear.



Selecting **Yes** removes thetas from the task pane or window.