Lesson 1-16: Use the QuickTasks menu

You've now learned how to add controls and change their properties, but some controls come with extra features that can only be accessed using the *QuickTasks* menu.

You'll use the *QuickTasks* menu in this lesson.

1   Open *My Project* from your sample files folder (if it isn't already open).

2   Open *mypage.aspx* and switch to *Design* view.

3   Click the Calendar control that you added in the last lesson.

4   Open the *QuickTasks* menu for the Calendar.

When a *QuickTasks* menu is available for a control, a small arrow icon will appear on the top right-hand side of the control when you select it in *Design* view.

Click the arrow icon ⊡ to open the *QuickTasks* menu.

5   Auto Format the calendar using *QuickTasks*.

1. Click *Auto Format...* in the Calendar control's *QuickTasks* menu.
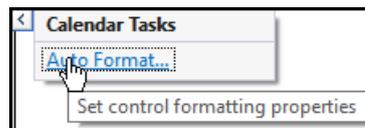
A dialog appears from which you can select a format for your calendar.

2. Click the *Simple* calendar format and click *OK*.

Your calendar should now look like this:

Of course, your own calendar will show the current month and date.

6   View the code that was added by the QuickTask.

Switch to *Source* view. You can see that a lot of code was added to your page when you applied the Auto Format.

If you were very patient, you could set all of those properties yourself using the skills you've learned so far, but Auto Format makes your life a lot easier.

Most *QuickTasks* help to speed up tasks that would usually require you to set a lot of properties manually.

7   Add a *DropDownList* control between the *TextBox* and *Button* controls.

Using the skills you learned in *Lesson 1-15: Add controls to a page with the Toolbox*, add a *DropDownList* control to the page. You'll find it in the *Standard* category of the *ToolBox*.
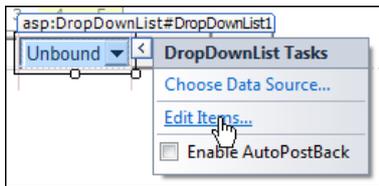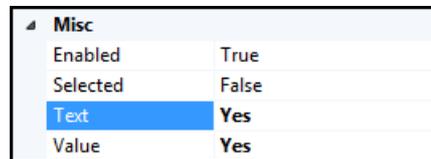
8   Use *QuickTasks* to add items to your *DropDownList*.

1. Open the *QuickTasks* menu for your new *DropDownList* control and click *Edit Items....*

A dialog appears.

2.   Click the *Add* button to add a new item to your *DropDownList*.

3.   Fill in the *Text* property (in the right-hand panel of the dialog) with **Yes** and press <**Enter**>.

The *Value* property is automatically set to match the *Text* property.

You will explore the *DropDownList* control in detail in: *Lesson 4-7: Use the DropDownList control.*

4.   Add another item by clicking *Add*. This time set its *Text* property to: **No**

5.   Click *OK*.

6.   Start debugging.

Your *DropDownList* now offers the choices *Yes* and *No*.
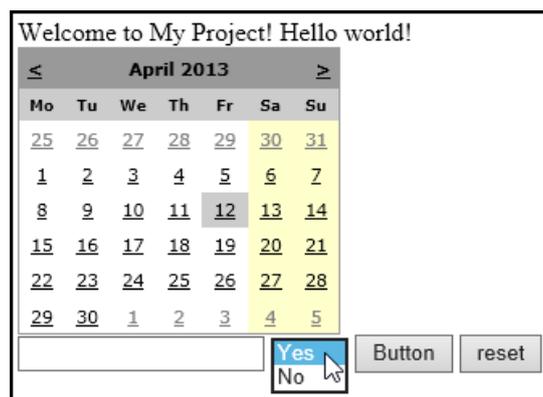
If you examine the page in *Source* view, you'll see that the following lines of code were added by the QuickTask:

<asp:ListItem>Yes</asp:ListItem>
<asp:ListItem>No</asp:ListItem>

9   Close your web browser.

10   Close Visual Studio.

note

In the case of the *DropDownList* control, you could also have accessed the *Items* dialog through its *Items* property in the *Properties* window. However, *QuickTasks* options sometimes allow you to do things that are not possible simply by using *Design* view and the *Properties* window.

In some cases, a QuickTask will allow you to use a simple dialog to quickly create complex code that would otherwise take an enormous amount of effort to type in manually.