

Linking and Unlinking Tasks

Once you have determined the task dependencies, you *link* tasks and let Microsoft Project determine when the tasks are scheduled to start and end. If you have to change a task duration later, the system will recalculate all task information, including scheduled start and finish dates.

You can easily link tasks using the mouse. To link contiguous tasks, select the first task to be linked, and then drag to the last task to be linked. To link noncontiguous tasks, select the first task to be linked, and then press and hold **CTRL** while selecting all subsequent tasks to be linked. If necessary, you can also unlink tasks that are already linked to remove the dependency between those tasks.

When you use the Link Tasks button on the Standard toolbar, Microsoft Project automatically creates a Finish-to-start link between the selected tasks. To link tasks using any other dependency type or to change a task link, you use the Task Information dialog box, shown in **Figure 2-4**.

Task Information

General | **Predecessors** | Resources | Advanced | Notes

Name: Duration:

Predecessors:

ID	Task Name	Type	Lag

OK Cancel

Figure 2-4: The Task Information Dialog Box

Method

To link tasks in a (FS) dependency

1. Select the tasks to be linked.
2. On the Standard toolbar, click the Link Tasks button.
or
2. From the Edit menu, choose Link Tasks.