To delete a task

1. In a column, select the field you want to delete.
2. Press **DELETE**
   or
2. From the Edit menu, choose Delete Task.

Exercise

In the following exercise, you will work with tasks and durations.

1. In the Task Name column, select the *Design* task	
2. Press **F2**	*The entry bar is activated. The insertion point appears at the end of the word **Design**.*
3. Press **SPACEBAR** and type **Manual's Format**	
4. Press **ENTER**	*The additional information appears in the field.*
5. Select the duration for the *Chapter 2* task	
6. Click in the Entry box, delete the number 3 and type **4**	*The entry bar is activated.*
7. Press **ENTER**	*The new information appears in the field.*
8. In the Task Name column, select the *End Manual* task	
9. Press **INSERT**	*A new blank row appears above End Manual.*
10. In the Task Name column, of the blank row, enter **Glossary**	
11. In the Duration column, of the blank row, enter **3**	*The new task Glossary appears with a three-day duration.*
12. In the Task Name column, select the *Table of Contents* task and the *Index* task	*The task names Table of Contents and Index are selected.*
13. Press **INSERT**	*Two blank rows appear before the selected task.*