

Summary

To open an existing project

1. From the File menu, choose Open.
or
1. On the Standard toolbar, click the Open button.
2. In the File Open dialog box, from the Look in drop-down list, select the desired drive.
3. In the File list box, double-click the desired folder.
4. In the File list box, select the desired file.
5. Choose Open.

To edit a task or duration

1. On the sheet pane, in the Task Name or Duration column, select the field to be edited.
2. Press F2 or click in the entry box.
3. In the entry box, edit the field contents.
4. Press ENTER or click the Enter button to accept the changed data.
or
4. Press ESC or click the Cancel button to leave the contents unchanged.

To insert a new task

1. In a column, select the field where you want the new task to be inserted.
2. Press INSERT
or
2. From the Insert menu, choose New Task.

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.

To select a task

1. Click the row heading of the task you want to select.

To select a range of tasks

1. Drag the pointer through the range of row headings you wish to include.
or
2. Select the first row heading and then, press and hold SHIFT, and click the last row heading of the range.
3. Release SHIFT