

Working with Tasks and Durations

During a project, task information might need to change. You can change task or duration information by replacing or editing the data in the task or duration field. You can also insert additional tasks or delete tasks that are no longer necessary. When you select a field, the contents of the field appears in the entry box. When you click in the entry bar area, the Enter button and the Cancel button appear next to the entry box, as shown in Figure 2-2. Click the Enter button to accept changes to the entry, or click the Cancel button to retain the original entry.

When in edit mode, the same rules apply as in a word processor. Press **DELETE** to delete characters to the right of the insertion point, and press **BACKSPACE** to delete characters to the left of the insertion point. Use the arrow keys to position the insertion point. Use **HOME** to take you to the beginning of the line, and **END** to take you to the end of the line.

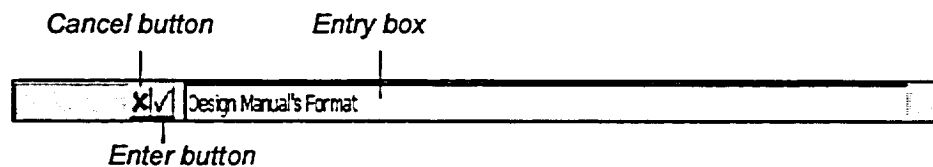


Figure 2-2: The Entry Bar

Method

To edit a task or duration

1. On the sheet pane, in the Task Name column 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.