

## **Collapsing and Expanding Summary Tasks**

A project of almost any size is destined to generate hundreds of pieces of information. *Collapsing* and *expanding* summary tasks in the sheet pane lets you display just the level(s) of information you need at any given time. Collapsed subtasks are hidden. You show hidden subtasks by expanding the summary task.

In addition, you can use the Zoom buttons on the Standard toolbar to increase or decrease the amount of information you view in the chart pane. When you change the view size, Microsoft Project automatically adjusts the timescale in which the information is displayed.

### **Method**

#### **To collapse a summary task**

1. In the sheet pane, click the collapse outline symbol (-) next to the summary task to collapse it.  
or
1. In the Task Name column, select the summary task to collapse and, on the Formatting toolbar, click the Hide Subtasks button.

#### **To expand a summary task**

1. In the sheet pane, click the expand outline symbol (+) next to the summary task to expand it.  
or
1. In the Task Name column, select the summary task to expand and, on the Formatting toolbar, click the Show Subtasks button.

#### **To collapse the entire outline**

1. Select the Task Name column.
2. On the Formatting toolbar, click the Hide Subtasks button.

#### **To expand the entire outline**

1. On the Formatting toolbar, click the Show All Subtasks button.