

14. In the Task Name column, of the blank row, enter **Final Touches**
15. Select the *Final Touches* task
16. On the Formatting toolbar, click the Outdent button
17. Select the *Table of Contents* and *Index* tasks
18. On the Formatting toolbar, click the Indent button
19. Save the project

The task Final Touches is now a first-level task.

The tasks are highlighted.

The tasks are subtasks to the summary task Final Touches.