

Self-Check Exercise

1. Open A:\Move-Rev2.mpp
2. Before *Actual Move*, add a new task of three days duration and call it **Wire New Office**.
3. After *Wire New Office*, add a new task of three days duration and call it **Install New Telephone Lines**.
4. After *Actual Move*, add a new task of two days duration and call it **Move and Install Electronic Equipment**.
5. Delete the *New Office Party* task.
6. Edit the task *Install New Telephone Lines* to read **Install Telephone Lines** and change the duration to one day.
7. Move the tasks *Quotes for Construction* and *Quotes for Move* and place them before the task *Final Budget Approval*.
8. Create a task called **Pack Old Office** after the task *Estimate for Construction of Office* and indent the following tasks under it:
 - Pack Electronic Equipment
 - General Packing
9. Create a task called **Wiring** after the task *General Packing* and outdent it. Then indent the following tasks under it:
 - Wire New Office
 - Install Telephone Lines
10. Collapse the *Pack Old Office* summary task.
11. Expand the *Pack Old Office* summary task.
12. Collapse the entire outline.
13. Expand the entire outline.