

# Module Objectives

---

## ■ Modify a project

Microsoft Project makes it easy to edit task fields, insert new tasks, and delete existing tasks. You can also modify a project by changing the default settings. Default settings lay the ground rules by which the project will be governed.

## ■ Organize tasks

Selecting and moving tasks lets you organize your task list in a logical order. Outlining helps you to view various levels of detail, which can be particularly useful when working with large projects.

## ■ Schedule tasks

By defining task dependencies and linking tasks, you can determine how long the project will take to complete.