

5. Press **ENTER**

*The field in the second row of the Duration column is selected. The blue bar in the chart pane extends to five working days. Because the project begins July 1, 1998, the first task will start on that date as well. July 1, 1998 is a Wednesday; therefore, this task goes through a weekend, appearing as though it were seven days long. The elapsed time of the task is seven days whereas the actual duration is 5 days.*

6. Press **LEFT ARROW**

*The field in the second row of the Task Name column is active.*

7. Select the field in the second row of the Task Name column and drag to the field in the tenth row of the Duration column

*A range of fields is highlighted. The first field in the range is active.*

8. Type **Chapter 1**

*The name of Task 2, **Chapter 1**, appears.*

9. Press **TAB**

10. Type **5**

11. Press **TAB**

***5 days** appears in the Duration column's field because days is the default duration type.*

12. Type **Chapter 2**

13. Press **TAB**

14. Type **3**

15. Press **TAB**

16. Type **Chapter 3**

17. Press **TAB**

18. Type **7**

19. Press **TAB**