

To outdent a task

1. Select the task you want to outdent.
2. On the Formatting toolbar, click the Outdent button.

Exercise

In the following exercise, you will indent and outdent tasks.

1. Insert a new row above the *Chapter 1* task
2. In the Task Name column, of the blank row, enter **Introduction** *A new task is entered with a duration of 1 day.*
3. Insert a new row above the *Introduction* task
4. In the Task Name column, of the blank row, enter **Writing Phase** *A new task is entered with a duration of 1 day.*
5. Select the *Introduction* through *Glossary* tasks *The tasks are highlighted.*
6. On the Formatting toolbar, click the Indent button (the right arrow) *The tasks are indented on the sheet. These tasks are now subordinate to Writing Phase. The duration of the summary task, Writing Phase, is now 7 days, which is determined by information from the subtasks.*
7. Insert a new row above the *Edit* task *A new blank row appears.*
8. In the Task Name column, of the blank row, enter **Editing Phase** *A new task is entered with a duration of 1 day. The task is indented and is currently a subtask of Writing Phase.*
9. Select the *Editing Phase* task
10. On the Formatting toolbar, click the Outdent button (the left arrow) *The task Editing Phase is now a first-level task.*
11. Select the *Edit* and *Corrections* tasks *The tasks are highlighted.*
12. On the Formatting toolbar, click the Indent button
13. Insert a new row above the *Table of Contents* task *A new blank row appears.*