Exercise

In the following exercise, you will hide and insert columns.

1. On the View bar, click the
   Resource Sheet icon

2. Select the Initials column
   heading

3. From the Edit menu, choose   *The Initials column is hidden.*
   Hide Column

4. From the Insert menu, choose   *The Column Definition dialog box*
   Column   *appears.*

5. From the Field name drop-down
   list, select Initials

6. Choose OK   *The Initials column appears to the*
                                       left of the Group column.

7. On the View bar, click the Gantt
   Chart icon

8. In the sheet pane, select the
   Duration column

9. Press **INSERT**   *The Column Definition dialog box*
                                       appears.

10. From the Field name drop-down
    list, select Cost

11. Choose OK   *The Cost column appears to the*
                                       left of the Duration column.

12. Save as **H:\Doc\Manual-Rev
    4a.mpp**