

## Method

To enter tasks and durations one field at a time

1. In the Task Name column, select the first available field and type the name of the task.
2. Press **TAB**
3. In the Duration column, type the value of the duration. If the duration is anything other than days, type **m** for minutes, **h** for hours, or **w** for weeks.
4. Press **ENTER**
5. Press **LEFT ARROW** to return to the Task Name column and repeat steps 1 through 4 as required.

To enter tasks and durations by selecting a range

1. Select the first field of the desired range.
2. Drag the mouse through the range of fields you want to include.
3. In the first field, type the desired information.
4. Press **TAB**
5. In the Duration column, type the appropriate information.
6. Repeat steps 4 and 5 as required.

*Note:* To specify an elapsed duration, precede the time unit with the letter **e**.

*Note:* Pressing **SHIFT+TAB** moves to the previous field without deselecting the range. Clicking your mouse inside or outside the range will deselect the range.

## Exercise

In the following exercise, you will enter tasks and durations.

1. In the Task Name column, make sure the first available field is selected
2. Type **Design**
3. Press **TAB**
4. Type **1w**

*The task is entered in the Task Name column and assigned the number 1. A default value of 1 day appears in the Duration column and a bar appears in the chart pane.*