Indenting and Outdenting Tasks

As you arrange tasks in the order you want them and group tasks into phases, it is difficult to differentiate between tasks that belong to a specific phase and where one phase ends and another begins. By creating an outline, you can position tasks at different levels to display hierarchical dependencies among them. You *demote* a task to a lower level in the outline by indenting it. If a task is not already at the highest outline level, you can *promote* it to a higher level by outdenting it.

An outline consists of summary tasks and subtasks. A *subtask* is a step in a summary task. A *summary task* is a group of subtasks that represent a project phase. When you indent a task, that task becomes a subtask. You create a summary task by indenting the tasks immediately following it. The preceding task appears bold, as shown in **Figure 2-3**, indicating that it has become a summary task.
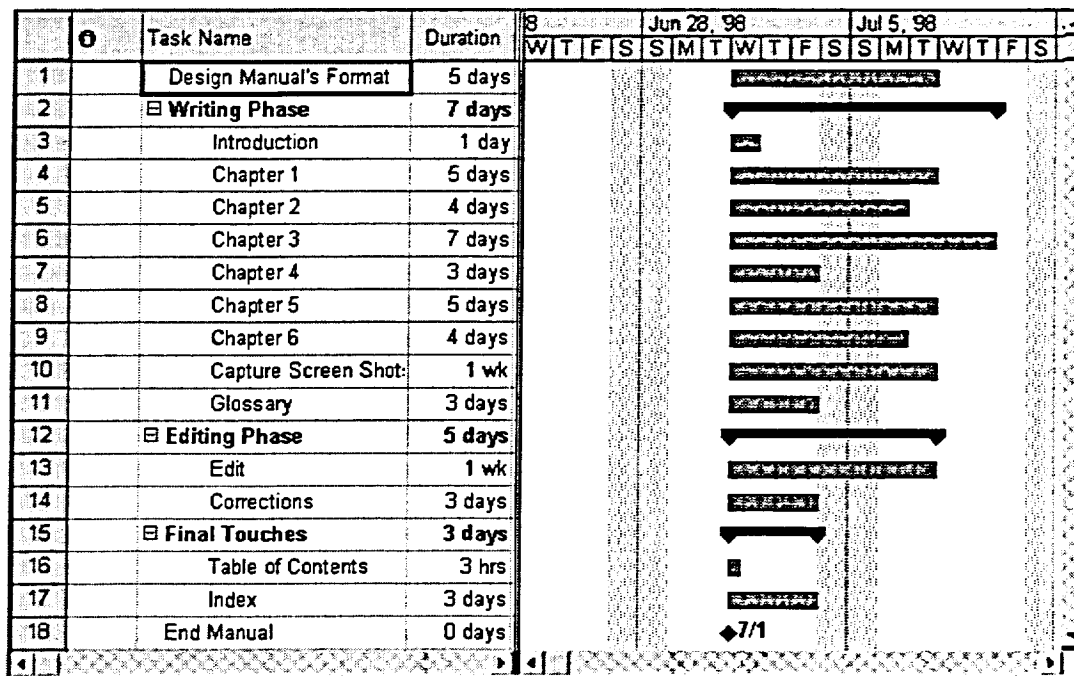
	❶	Task Name	Duration
1		Design Manual's Format	5 days
2		⊟ **Writing Phase**	**7 days**
3		Introduction	1 day
4		Chapter 1	5 days
5		Chapter 2	4 days
6		Chapter 3	7 days
7		Chapter 4	3 days
8		Chapter 5	5 days
9		Chapter 6	4 days
10		Capture Screen Shot:	1 wk
11		Glossary	3 days
12		⊟ **Editing Phase**	**5 days**
13		Edit	1 wk
14		Corrections	3 days
15		⊟ **Final Touches**	**3 days**
16		Table of Contents	3 hrs
17		Index	3 days
18		End Manual	0 days

Figure 2-3: The Project in Outline Mode

Method

To indent a task

1. Select the task you want to indent.
2. On the Formatting toolbar, click the Indent button.