

Exercise

In the following exercise, you will schedule a recurring task.

1. Select the Design Manual's Format task
2. From the Insert menu, choose Recurring Task
The Recurring Task Information dialog box appears.
3. In the Name text box, type **Status Meeting**
4. In the Duration spin box, type **1h**
5. In the Weekly area, select the Fri check box
The meeting will occur every Friday.
6. Examine the Length area
The length of the recurring task begins when the project begins and ends when the project ends.
7. Choose OK
The Recurring Task Information dialog box closes and the recurring task Status Meeting is shown on the chart pane as several tasks.
8. If necessary, expand the Duration column to view the duration in its entirety
9. Expand the Status Meeting summary task
The summary recurring task expands so that you can see all sub tasks.
10. Collapse the Status Meeting summary task
The summary recurring task collapses.
11. Save and close the project