

14. Enter the following information into the two new rows:

Task Name	Duration
<b>Chapter 6</b>	<b>4</b>
<b>Capture Screen Shots</b>	<b>1w</b>

15. Select the *End Manual* task
16. Insert two new blank rows and enter the following information into the two new rows:

Task Name	Duration
<b>Chapter 7</b>	<b>3</b>
<b>Corrections</b>	<b>3</b>

17. In the Task Name column, select the *Chapter 7* task
18. Press DELETE
19. Save the project in the **Doc** folder on drive **H:\** with the name **New Manual 1.mpp**

*The Chapter 7 task is deleted.*