

To move a task (Mouse method)

1. Select the row heading(s) of the task(s) you want to move.
2. Point to the row heading and drag the selection to its new position.

To move a task (Cut and paste method)

1. Select the row heading(s) of the task(s) you want to move.
2. From the Edit menu, choose Cut Task.
or
2. On the Standard toolbar, click the Cut button.
3. In the Task Name column, select a field in the row where the task is to be moved.
4. From the Edit menu, choose Paste.
or
4. On the Standard toolbar, click the Paste button.

To indent a task

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

To outdent a task

1. Select the task you want to outdent.
2. On the Formatting toolbar, click the Outdent button.

To collapse a summary task

1. In the sheet pane, click the collapse outline symbol (-) next to the summary task to collapse it.
or
1. In the Task Name column, select the summary task to collapse and, on the Formatting toolbar, click the Hide Subtasks button.

To expand a summary task

1. In the sheet pane, click the expand outline symbol (+) next to the summary task to expand it.
or
1. In the Task Name column, select the summary task to expand and, on the Formatting toolbar, click the Show Subtasks button.

To collapse the entire outline

1. Select the Task Name column.
2. On the Formatting toolbar, click the Hide Subtasks button.

To expand the entire outline

1. On the Formatting toolbar, click the Show All Subtasks button.

To increase or decrease the information viewed in the chart pane

1. On the Standard toolbar, click the Zoom in or Zoom out button.
or
1. From View menu, choose Zoom.
2. In the Zoom dialog box, in the Zoom to area, select an option(s).
3. Choose OK.