

Entering and editing activity labels

The screenshot illustrates the process of entering and editing activity labels in Microsoft Project. The interface shows the Gantt Chart view with a task bar highlighted by an orange box and numbered 1, 2, and 3. A 'Task Information' dialog box is open, showing the 'General' tab with fields for Name, Duration, Percent complete, Schedule Mode, Dates, and Display on Timeline. A mouse cursor is shown clicking on the 'Task' button in the ribbon, and another cursor is shown clicking on the 'Information' button. A fourth orange box and number 4 highlight the 'Information' button. The status bar at the bottom shows 'Ready' and 'New Tasks : Auto Scheduled'.

Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name:

Duration: ☐ Estimated

Percent complete:

Schedule Mode: ☐ Manually Scheduled ☒ Auto Scheduled ☐ Inactive

Dates: Start: Finish:

☐ Display on Timeline ☒ Hide Bar ☒ Rollup

Help OK Cancel