

# Entering and editing activity labels

The screenshot illustrates the steps for entering and editing activity labels in Microsoft Project. The interface shows the 'Task' and 'Format' tabs on the ribbon. The task grid displays a task bar with a name field. The 'Task Information' dialog box is open, showing the 'Name' field with a cursor. The steps are numbered 1 through 4:

1. Clicking the task name field in the grid.
2. Clicking the task bar.
3. Clicking the 'Task' button in the ribbon.
4. Clicking the 'Information' button in the ribbon.

The 'Task Information' dialog box is open, showing the 'Name' field with a cursor. The dialog box has tabs for 'General', 'Predecessors', 'Resources', 'Advanced', 'Notes', and 'Custom Fields'. The 'Name' field is highlighted with a red arrow. The 'Duration' field is set to 1. The 'Schedule Mode' is set to 'Auto Scheduled'. The 'Start' and 'Finish' dates are set to 23 Jan '17 and 30 Jan '17 respectively. The 'Display on Timeline' checkbox is unchecked, 'Hide Bar' is checked, and 'Rollup' is checked. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.