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Carl Chatfield and Timothy Johnson are the authors of every version of the popular Microsoft Project Step by Step going back to Project 2000. Carl is a principal content project manager at Microsoft, where he oversees development of user assistance material, UI text, and web content for a range of products and services.

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Building the Task List Step 1: Enter tasks. Step 2: Enter task duration. Now we enter the start and finish date for each task. Tip: You can also enter a start date... Step 3: Creating summary tasks. When you have to manage dozens or even hundreds of tasks, it makes sense to group tasks... Step 4: ...

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