In the view below all of the tasks are active:

(insert active tasks here)

Tagline – View of active tasks.

It has been decided that the “Clean the House” task is not needed for the project schedule. In the view below you will see the result of adjusting this task to inactive status. Notice the changes to the schedule. The “Clean up House” task has a line through its’ name and is shadowed formatted. The task bar for the task is clear and the predecessor task has been re-scheduled to accommodate for the inactivated task.

(insert inactivate task screen shot here)

Tagline – Inactivated tasks