1. ***Select*** the task name cell below the project summary task My Shed1b, Enter the following values in the task name cells, pressing ***Enter*** accepts the value and moves to the next cell.
   1. Enter: ***Order kit & schedule delivery***
   2. Enter: ***Preparation***
   3. Enter: ***Site preparation***
   4. Enter: ***Pour the foundation***
   5. Enter: ***Receive the delivery***
   6. Enter: ***Delivery milestone***
   7. Enter: ***Assembly***
   8. Enter: ***Assemble kit***
   9. Enter: ***Stain the shed***
   10. Enter: ***Plant landscaping***
   11. Enter: ***Fill the shed***

Exercise E8 – Enter resources

1. Entering Resource Names
   1. Open the project file “Myshed1e.mpp”
   2. Select ***View | Resource Sheet*** from the menu bar. This will change the display of the project file to show resources defined to the project.
   3. Select the top cell under the Resource Name column
   4. Enter ***Andy Handy***
   5. Enter ***Betty Doe***
   6. Enter ***Frank Doe***
   7. Enter ***John Doe***
   8. Enter ***Shed Kit***
2. Assigning Resource Type
   1. Select the ***Type*** cell for Resource 5 – Shed Kit
   2. From the drop down menu select ***Material***
3. Assigning Resource Rates
   1. Select the Std. Rate cell for Andy Handy
   2. Enter $***25***/hr
   3. Enter Betty’s rate at $***10***/hr
   4. Enter Frank’s rate at $***10***/hr
   5. Enter $***1250*** for the material rate for the Shed Kit
4. Save the file. Use the name ***Myshed1f***
5. Assigning resources to tasks
   1. Select ***View | Task Sheet*** view from the menu bar.
   2. Select the ***Resource Names field*** for task 1 – Order kit & schedule delivery
   3. From the drop-down menu, select ***John Doe*** and hit enter
   4. Select the ***Resource Names field*** for task 3 – Site preparation
   5. From the drop-down menu, select ***Betty Doe*** and enter ***a comma*** (don’t hit enter)
   6. From the drop-down menu, select ***Frank Doe*** and enter ***a comma*** (don’t hit enter)
   7. From the drop-down menu, select ***John Doe*** and ***hit enter***
   8. ***Double-click*** on the right side of the title bar for Resource Names to resize the column so all names display.
   9. Add ***John Doe*** and ***Andy Handy*** as resources on task 4 – Pour the foundation.
   10. Add ***John Doe*** as the resource on task 5 – Receive delivery.
   11. Add ***John Doe*** and ***And***y ***Handy*** as resources on task 8 – Assemble kit.
   12. Add ***Frank Doe*** and ***Betty Doe*** as resources on task 9 – Stain the shed.
   13. Add ***Betty Doe*** as the resource on task 10 – Plant landscaping.
   14. Add ***John Doe*** and ***Frank Doe*** as resources on task 11 – Fill shed.