

MSP 01: Tour of MS Project

MSP

Start → Microsoft Office 2013 → Preferencje językowe... → English → „Ustaw...” (x3)

Objective: use different views to see Project information

1. Open „Guided Tour_Start” practice file
2. Resource → Assign Resources → (look around) → Close
(note: "R" = resource Requested to work on task; "D" = Demanded (must) work on task)
3. View → Data → Sort
4. View → Task Views → Calendar → (look around) → Gantt Chart
5. View → Task Views → down arrow below Gantt Chart
6. Format → Gantt Chart Style → More → Esc key
7. Bar Styles → Format → Bar Styles → Cancel
8. View → Zoom → down arrow next to Timescale box → Days
9. View → Split View → Timeline
10. Click anywhere in the Timeline view
11. View → Split View → clear Timeline check box
12. View → Resource Views → Resource Sheet / Resource Usage
13. View → Task Views → Gantt Chart
14. Scroll to task 12 → in Task name column, → click name of task 12
15. View → Split View → Details
16. Close MS Project ☺

