

Microsoft Project



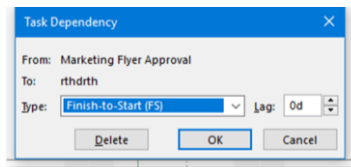
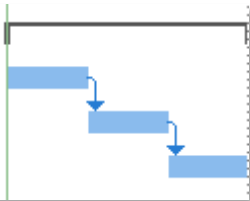
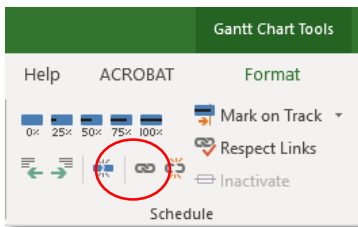
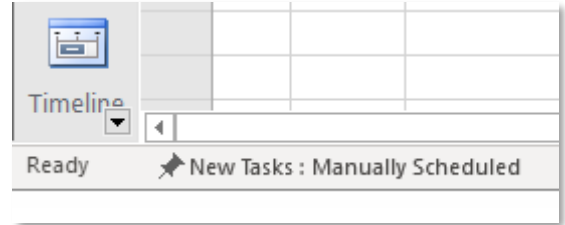
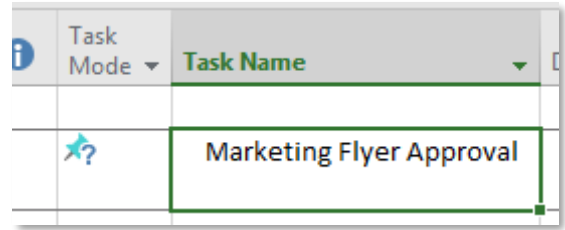
Microsoft Project allows two types of task entry

- **Automatically:** Calculates the project task schedules based on start date, resource availability, task dependency, etc.
- **Manually:** Does not automatically calculate the task. This is similar to entering task into Microsoft Excel.

Manual task entry is the default mode.

To change this setting:

- For each task- Task Mode Column
- For all new tasks- Bottom left corner of the program



Task Linking allows you to create dependencies between two or more tasks

- Select both task and select the link command from the Task ribbon.
- Links between task can be adjusted by double clicking a task and choosing a task dependency option.

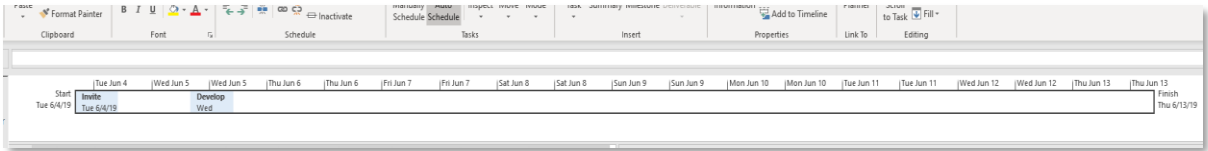
Task Mode	Task Name	Duration	Start	Finish	Predecessors
	planning Meeting	3 days?	Wed 10/2/19	Fri 10/4/19	
	Invite Stakeholders	1 day?	Wed 10/2/19	Wed 10/2/19	
	Secure meeting room	1 day?	Thu 10/3/19	Thu 10/3/19	3
	Develop agenda	1 day?	Fri 10/4/19	Fri 10/4/19	4
	Hold meeting	1 day?	Wed 10/2/19	Wed 10/2/19	

Indenting a project creates a hierarchy in which tasks can be designated as main or “sub-task”.

Top level tasks are represented as summary task and are bold. To use the Indent feature, select the tasks under your main task and select Indent from the scheduling group of the task ribbon.

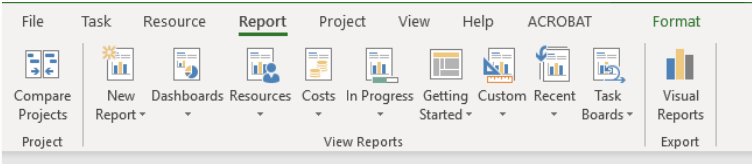


Microsoft Project



Add Tasks to a Timeline

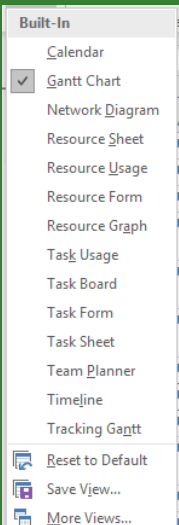
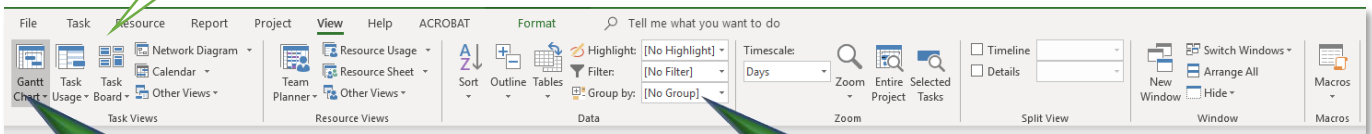
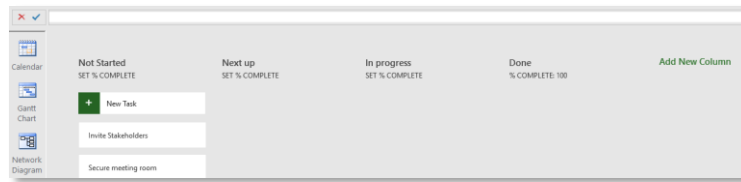
Right click any task and choose Add to Timeline.



Built in Reporting Features

Choose from pre-built reports or create a custom report from the Reports tab.

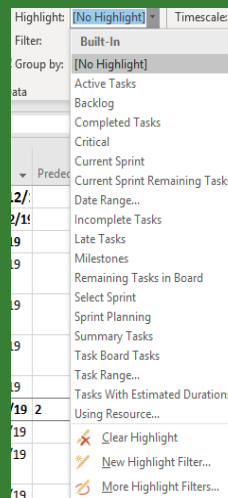
Bring Agile to life in your Microsoft Project file with the Task board feature. Move and manage task items or double click to access all details about a task.



Activate the Views Bar

Choose from one of many views of your project. Manage resources, create calendars or even track the progress of a task.

Create a custom view by selecting "More Views". Then New from the dialog box



Filter and Highlight Task

Find active or completed task. Highlight the critical path or identify milestones by selecting any of the Highlight and Filter options in the Data group of the View ribbon