
INDEX

- Active pane indicator, 5
- Assignments
 - changing with the Project Guide, 153, 154
- Bars
 - formatting, 110, 111
- Calendars
 - assigning to a task, 178, 179
 - base, assigning to a project, 177
 - base, assigning to a resource, 175, 176
 - base, creating, 172, 173
 - changing availability over time, 169, 170
 - defining the project calendar, 21, 23
 - resource, creating, 163, 164
 - resource, creating with the Project Guide, 166, 167
 - templates, using, 21
 - using, 162
- Changing
 - project information, 27, 28, 29
 - start date, 27, 28
- Combination views
 - changing panes, 103, 104
 - using, 101, 102
- Constraints
 - applying, 81, 83, 84
- Contouring
 - work assignments, 154, 156, 157
- Costs
 - accrual methods, 214, 215
 - defining, 208
 - fixed, 228
 - fixed material resource costs, 221, 222
 - overtime rates, 211
 - per-use, 212, 213
 - resource rate tables, assigning, 219, 220
 - resource rate tables, creating, 217, 218
 - standard rates, 208, 209
 - viewing resource costs, 223, 225
 - viewing task costs, 226, 227
- Creating
 - a new project, 16, 17
 - milestones, 42
- Critical path
 - assigning overtime to shorten, 238, 239, 240
 - shortening, 238
 - viewing, 234

- viewing slack, 235, 237
- Deadline dates
 - setting, 87, 88
- Deleting
 - tasks, 61
- Durations
 - elapsed time, 37
 - estimated, 37
 - working with, 36
- Filtering
 - tasks, 49, 50
- Finish dates
 - tasks, 85, 86
- Finish-to-Finish relationship, 72
- Finish-to-Start relationship, 72
- Formatting
 - bars, 110, 111
 - gridlines, 112
 - styles, 113, 114
 - text, 108, 109
 - timescale, 104, 105, 106
- Gantt bars
 - formatting, 110
 - rolling up to a summary bar, 89, 90
- Gantt chart
 - defined, 3
- Gridlines
 - formatting, 112
- Help features, 4
- Indenting tasks, 54, 55
- Inserting
 - tasks, 58, 59, 60
- Interface
 - using, 5
- Lag time
 - applying, 79, 80, 81
- Lead time
 - applying, 79, 80, 81
- Leveling
 - by entering a delay amount, 195, 196
 - changing the order, 193, 194
 - changing to automatic, 200, 201
 - clearing, 197, 198
 - resources, 188, 189, 190
 - setting task level priority, 202, 203
 - specifying timeframes, 191, 192
- Linked tasks
 - deleting, 91
 - inserting, 91
 - moving, 91
- Linking

- summary tasks, 75, 76
- tasks, 72, 73, 74
- Menus
 - using, 5, 7
- Microsoft Project
 - active pane indicator, 5
 - editions, 3
 - exiting, 31, 32
 - help, getting, 4
 - interface, using, 5, 7
 - Project Guide, 5
 - Project Information dialog box, 27
 - starting, 3, 4, 5
- Microsoft Projects
 - opening projects, 10
- Milestone tasks, 42, 43
- Moving
 - tasks, 62
- New Project
 - task pane, 16
- Nonworking days
 - adding, 25, 26
- Notes
 - task, 63, 64
- Outdenting tasks, 54, 55
- Outlines
 - collapsing and expanding, 56, 57, 58
- Outlining
 - tasks, 54
- PERT chart, 3
- Printing
 - views, 115, 116
- Project calendars
 - nonworking days, 25, 26
 - working times, 21, 23
- Project Guide, 5
 - assigning resources to tasks, 133
 - creating a resource calendar, 166
 - defining a project, 18
 - defining general working times, 21
 - editing assignments, 153
 - using, 13, 14, 15
- Project management
 - critical vs. noncritical tasks, 3
 - software, 3
- Project summary tasks
 - creating, 65
- Project window, 10
- Projects
 - assigning a base calendar to, 177
 - closing, 2, 16

- communicating progress, 2
- managing, 2
- new project, creating, 16, 17
- opening an existing, 10, 12
- planning, 2
- saving, 18, 19
- start date, 18, 19
- start date, changing, 27, 28
- templates, using, 29, 30

Rate tables

- assigning, 219, 220
- creating, 217, 218

Recurring tasks

- editing, 48
- entering, 44, 45
- hiding, 46, 47
- viewing, 46, 47

Relationships

- changing, 78, 79
- dependent, 72

Resources

- adding to an assignment, 135, 136, 137
- addressing overallocation, 184
- assigning a base calendar, 175
- assigning a code, 216
- calendar, creating, 163
- clearing, leveling, 197, 198
- contouring a work assignment, 154, 156, 157
- creating from address lists, 128, 129
- definition, 122
- filtering, 145, 146
- graphing availability, 142, 143
- leveling, 188, 189, 190, 195, 196
- material, assigning, 140, 141
- material, creating, 125, 126
- overtime rates, assigning, 211
- per-use cost, 212
- removing from an assignment, 138
- resolving conflicts by increasing units, 187
- standard rates, assigning, 208
- types, 122
- viewing usage, 185, 186
- work, assigning, 129, 131
- work, assigning with the Project Guide, 133, 134
- work, creating, 122, 124

Saving

- a project, 18

ScreenTips, 5

Slack

- viewing, 235, 237

Smart tags

- adding a resource, 135
- removing a resource, 138
- Splitting tasks, 198, 199, 200
- Start date
 - changing, 27
 - for tasks, 85, 86
 - project, 18
- Start-to-Start relationship, 72
- Subtasks, 54
 - creating, 54
- Summary tasks, 54
 - creating, 54
 - linking, 75, 76
- Task pane
 - New Project, 6, 16
- Task types, 149, 151
- Tasks
 - assigning a calendar, 178
 - assigning overtime to shorten duration, 238, 239, 240
 - assigning work resources, 129, 131
 - changing relationships, 72
 - changing the task type, 149, 151
 - collapsing and expanding, 56, 57, 58
 - constraints, 81, 83, 84
 - critical, 234
 - deadline dates, 87, 88
 - deleting, 61
 - dependent, 72
 - durations, 36
 - editing, 40, 41
 - entering, 37, 38, 39
 - filtering, 49, 50
 - indenting and outdenting, 54, 55
 - inserting, 58, 59, 60
 - lag and lead time, 79
 - linking, 72, 73, 74
 - milestones, 42, 43
 - modifying linked, 91, 92
 - moving, 62
 - notes, 63, 64
 - outlining, 54
 - predessor, 72
 - project summary, 65
 - recurring, 44, 45
 - relationships, changing, 78
 - rolling up to a summary bar, 89, 90
 - setting the priority level, 202, 203
 - splitting, 198, 199, 200
 - start and finish dates, entering, 85, 86
 - successor, 72
 - unlinking, 77

- viewing slack, 235, 237
- working with, 36
- Templates
 - using, 29, 30
- Text
 - formatting, 108, 109
- Timescale
 - formatting, 104, 105, 106
 - zooming, 107, 108
- Toolbars, 5
 - displaying and hiding, 7, 9
- Unlinking
 - tasks, 77
- View Bar
 - displaying, 100, 101
- Views
 - changing, 98, 99
 - changing in a pane, 103, 104
 - Gantt chart, 10
 - printing, 115, 116
 - Resource Sheet, 122
 - Resource Usage, 184
 - splitting, 101, 102
 - Task Form, 147, 148
 - using the View Bar, 100, 101
 - working with, 98
- WBS codes
 - viewing, 66, 67
- Working times, 21
- Zooming
 - timescale, 107, 108