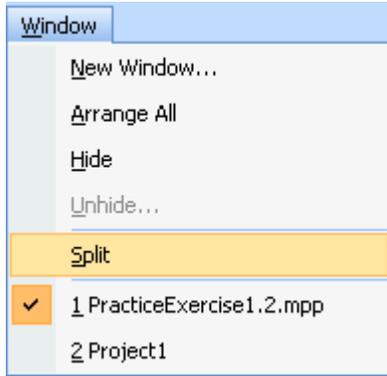


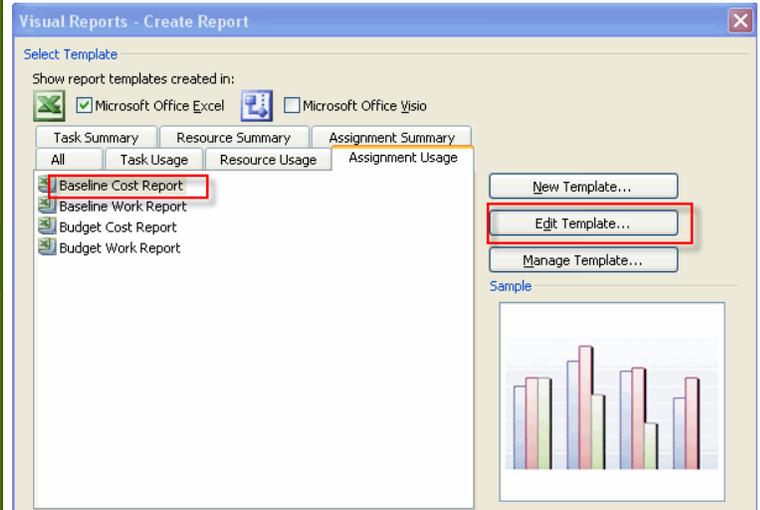
## Using Multiple Views

Click the Window menu and click Split. Now you can choose whatever view you want for each half of the window.



## Creating a Visual Report

1. Click the Reports menu.
2. Click Visual Reports.
3. Choose a category.
4. Click a report.
5. Click Edit Template.



## Using AutoFilter

You will find this command on the Standard toolbar. It adds a drop-down menu to the top of each column. You can then click the menu and click an option. Then, only the rows that match this value will be shown.

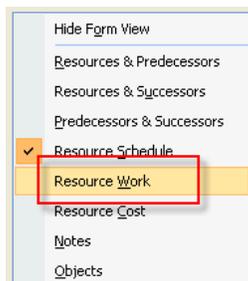
ID	Task Name	Duration	Start	Finish
0	Commercial Construction	344 days	Thu 4/24/08	Thu 4/24/08
1	Three-story Office Building	344 days	Tue 1/23/07	Tue 1/23/07
2	General Conditions	17 days	Thu 4/12/07	Thu 4/12/07
10	Long Lead Procurement	70 days	Wed 1/17/07	Wed 1/17/07
18	Mobilize on Site	10 days	Wed 3/7/07	Wed 3/7/07
24	Site Grading and Utilities	35 days	Mon 4/23/07	Mon 4/23/07
32	Foundations	33 days	Mon 6/25/07	Mon 6/25/07
47	Steel Erection	45 days	Mon 9/3/07	Mon 9/3/07
54	Form and Pour Concrete	85 days	Tue 9/4/07	Mon 9/24/07
77	Carpentry Work	15 days	Tue 6/5/07	Mon 11/5/07
79	Masonry Work	110 days	Tue 10/30/07	Tue 12/11/07
87	Roofing	31 days	Tue 10/30/07	Mon 1/21/08
93	Window Wall and Storefront	60 days	Tue 12/4/07	Mon 3/24/08
98	Building Finishes	80 days	Tue 7/3/07	Mon 8/27/07
110	Elevators	40 days	Tue 11/6/07	Mon 3/10/08
114	Plumbing	90 days	Wed 8/15/07	Mon 2/25/08
119	Electrical	139 days	Tue 7/3/07	Mon 3/10/08
126	Heating and Ventilating	180 days	Tue 1/8/08	Mon 3/31/08
132	Final Clean-up and Occupancy	60 days	Mon 3/31/08	Mon 4/7/08
137	Complete Final Inspection	6 days		

## Task Link Types

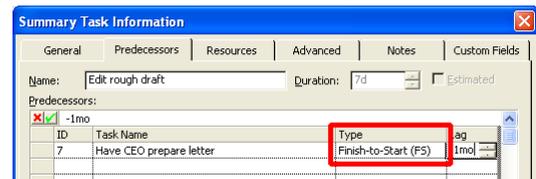
- Finish to Start (FS)** When the predecessor task finishes, the successor task will start.
- Finish to Finish (FF)** When the predecessor task finishes, the successor task will finish.
- Start to Start (SS)** When the predecessor task starts, the successor task will start.
- Start to Finish (SF)** When the predecessor task starts, the successor task will finish.

## Scheduling Overtime

1. Switch to Gantt Chart view.
2. Click the Window menu.
3. Click Split.
4. Right-click the task form.
5. Click Resource Work.
6. Select the task.
7. Enter the overtime work.

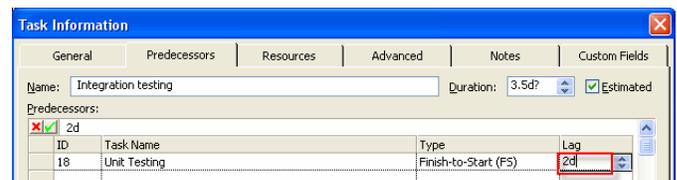


Note that although scheduling overtime will decrease the duration of the task, it will increase the cost as more work is required.



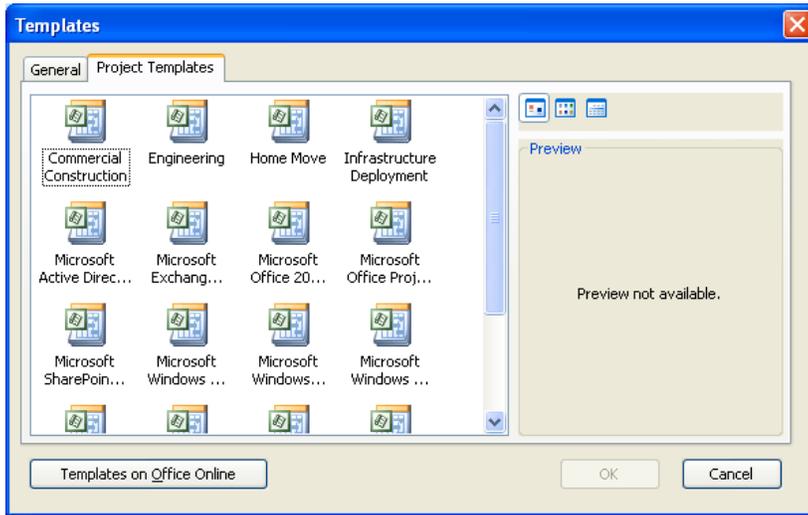
## Using Lag Time and Lead Time

Lag time and lead time allow you to delay or overlap linked tasks.



## Using Templates

1. Click the File menu and click New.
2. In the New Project task pane, click On Computer.
3. Choose your template.

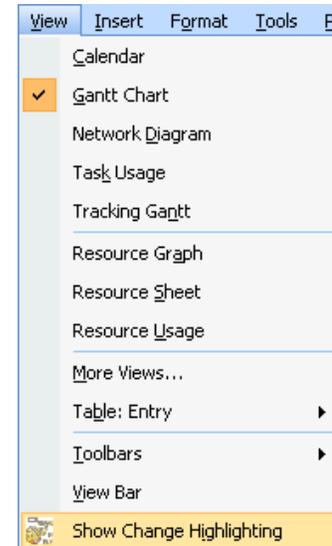


To enable the preview option, open the template and check *Save template preview* in File Properties.

## Using Change Highlighting

This is a new feature in Project 2007. When you make a change to a task, other tasks that change as a result will be highlighted in blue.

You can enable or disable this feature from the View menu.



## Contour Indicators

<b>Flat</b>	This is the default contour. Work is spread out evenly over the task duration.	No indicator
<b>Back Loaded</b>	Work peaks at the end of the task duration.	
<b>Front Loaded</b>	Work peaks at the beginning of the task duration.	
<b>Double Peak</b>	Work peaks twice during the task.	
<b>Early Peak</b>	Work peaks early in the task.	
<b>Late Peak</b>	Work peaks late in the task.	
<b>Bell</b>	Work ramps up, goes to full-time, and then ramps down.	
<b>Turtle</b>	Work ramps down slightly at the beginning and end of the task.	

23		Revise documentation	12 hrs
		Tech Writer	12 hrs

## Task Indicators

	This task has a note attached to it.
	This task has a hyperlink attached to it.
	Project has estimated that this task will finish later than its deadline date.
	This task has an inflexible constraint.
	This task has a flexible constraint.
	This task has not been completed in the constraint time frame.
	Indicates a recurring task.
	Indicates a completed task.
	This task is an inserted project.

2		Meeting with Programmers	5.13 days	Fri 1/11/08	Fri 3/28/08
---	--	--------------------------	-----------	-------------	-------------

## The Project Equation

Project's scheduling tools revolve around this equation:

$$\text{Task Duration} = \text{Total Work} / \text{Resource Units}$$

If you modify a task's duration, Project will ask you if it is because the total work or the resource units have changed. Likewise, if you assign more or less resources, the task duration and total work will change accordingly. Remember that Project now features Change Highlighting, which makes it easy to see how a particular change affects other tasks.

## Using Task Drivers

Task drivers are a new feature in Project 2007. To see what is driving a task, select a task, click the Project menu, and click Task Drivers. You will then see the Task Drivers task pane. This pane will list the factors that are affecting the start date of the selected task, including predecessor tasks and the task calendar.

