

Assignment # 1 Directions

Step 1: To show all the columns, pull the vertical screen divider bar to the right with a click and drag (see **Figure 1**, previous page).

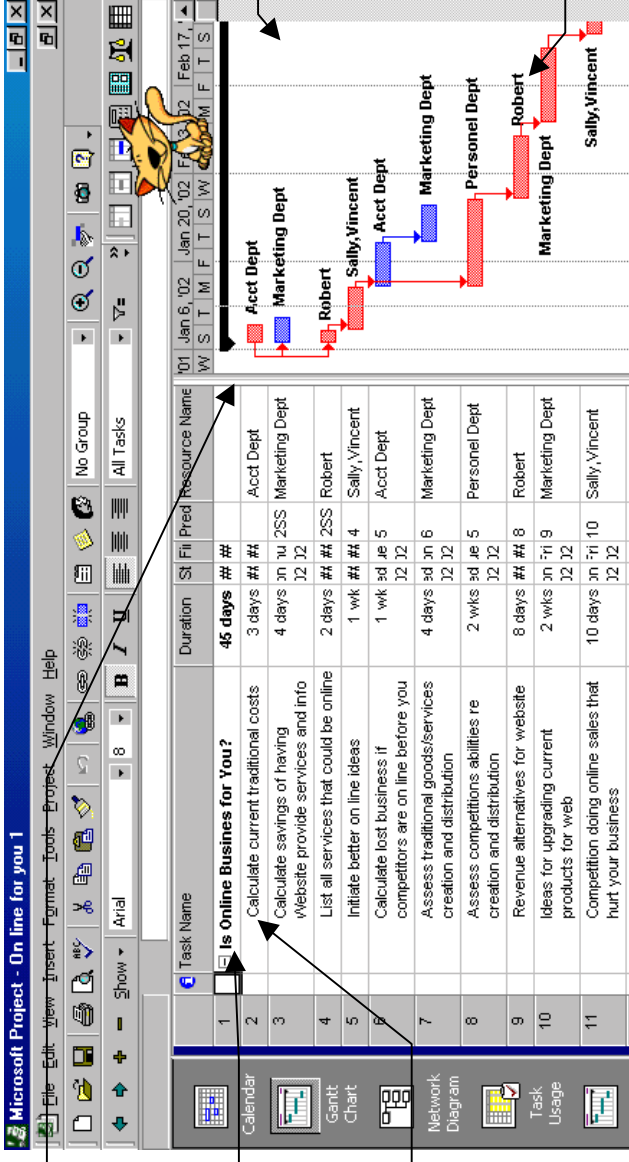
Step 2: Enter the data except for the **Start** and **Finish** dates as they automatically update. Do not touch!

Step 3: To get the indent, click on Task 2, pull down the **Project Menu** to **Outline**, **Indent**. **Indent 3 to 11 also.**

NOTE: The top duration is an automatic total of those that are indented below it (Do not type it in)!

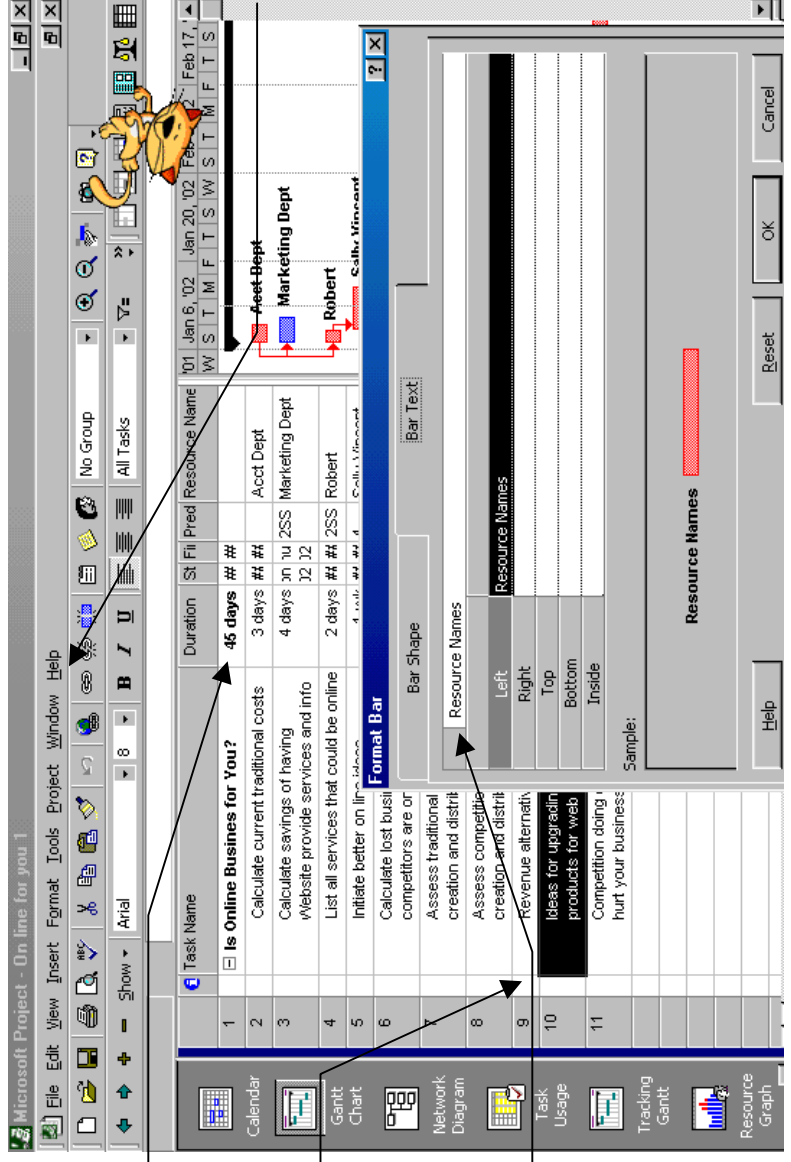
Step 6: To get resource names to the inside (or left) of the boxes, in the calendar chart, Click on row 10 (or 11) Task Name.

Step 7: Click on **Format, Bar, Bar Text, Left**. Then type “Resource Names” in the blank box on the top. Delete the one in the Right box.



Step 4: To view the entire calendar chart, click on the **View, Zoom, Entire Project**. You may have to repeat this periodically.

Step 5: To have the Critical Path (Red boxes) show, Click on **Format, Gantt Chart Wizard, Critical Path, Resources, yes, Format It**. Critical Path is RED, Non critical is BLUE



Step 8: To read about critical path, click on **Help, MSP Help** and type in “**Critical Path** and click on the various offerings.