M P you G | **ESSENTIALS**

Microsoft® Project Do's and Don'ts

Companion Workbook

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Chapter 1, Exercise 1: Harness the Interface

In this exercise, you will add useful commands to the Microsoft Project Quick Access Toolbar, as well as turn on a hidden, but useful toolbar.
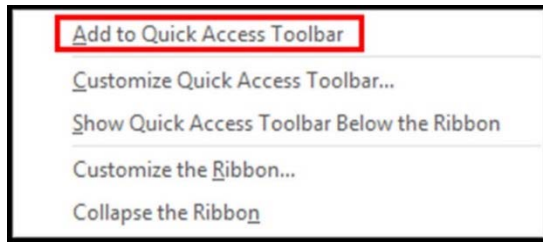
1. Add the following button to the Quick Access Toolbar: Views.

    a. Click the Quick Access Toolbar's dropdown on the toolbar's right edge.

    b. Then click on "View" in the list. This will insert and activate a list of the views available in Project.

Figure 1.1: Customizing Quick Access to show views
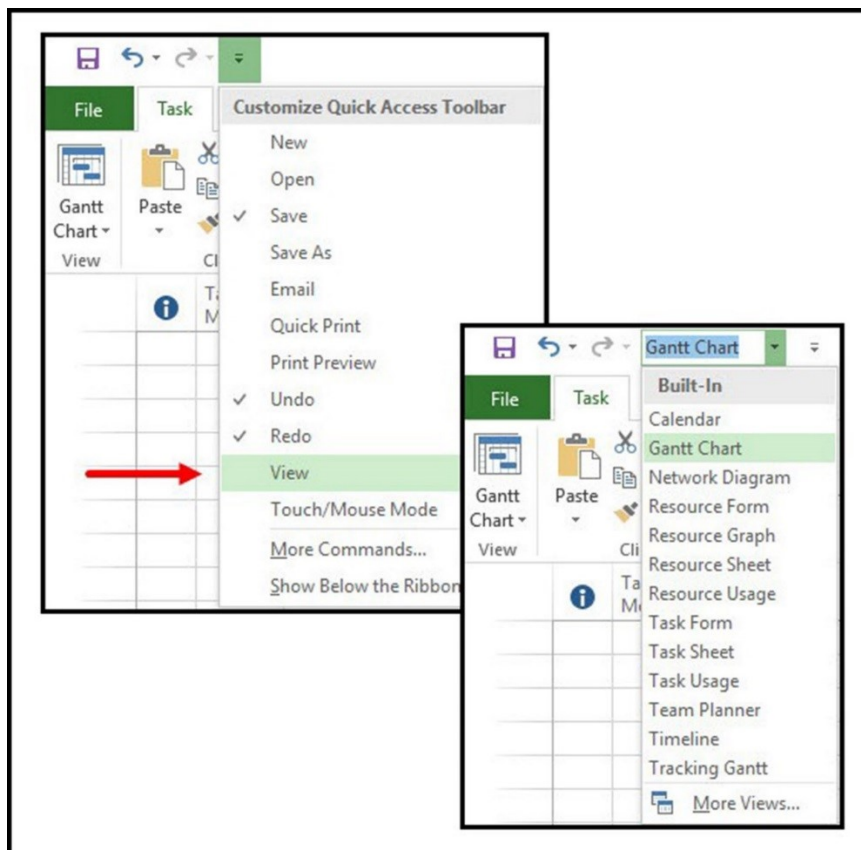
2. Add the following button to the Quick Access Toolbar: *Tables*.

    a. Tables are in the View tab. It's much more convenient to have them always available in the Quick Access Toolbar. Click on the View tab, and then right-click on the Tables button in the Data command group.

    b. Choose "Add to Quick Access Toolbar" from the list that appears.

Figure 1.2 Add an existing button to the Quick Access Toolbar.

3. Add the following button to the Quick Access Toolbar: *Scroll to Task*.

   a. The Scroll to Task button is invaluable, particularly in a view having a timescale, such as the Gantt Chart. This button centers a task's Gantt bar in the chart for you. The Scroll to Task button is located within the Task tab in the Editing command group.

   b. Right-click on the Scroll to Task button, and then choose "Add to Quick Access Toolbar" just as you did for the Tables button.

4. Add the following button to the Quick Access Toolbar: *Turn on the View Bar*.

   a. The View Bar replaces the title area of active views with thumbnails of what the view looks like. It is turned on by right-clicking the view title on the left and choosing "View Bar" from the list that appears. A golden perimeter around a View Bar button indicates it is the current view.

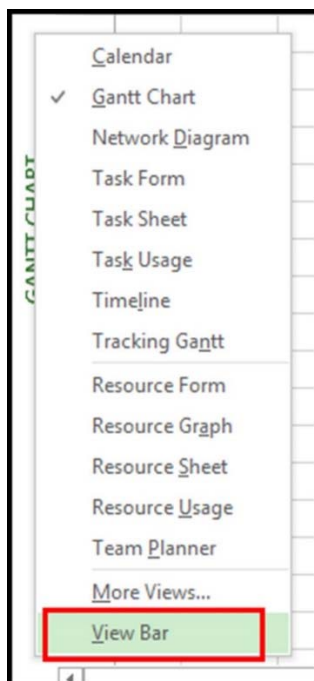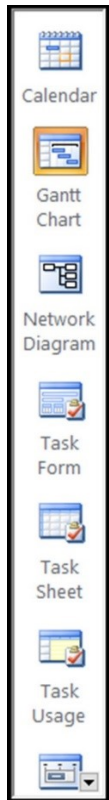*Figure 1.3: Turn on the View Bar for thumbnails.*

Figure 1.4: The View Bar, when turned on, remains on the left side of whatever View is active.

5. Save the file as "Project Lifecycle_1.mpp."