

Formatting and Sharing Your Plan

Customize a Gantt Chart view

In this exercise, you change the formatting of the Gantt chart view.

On the **File** tab, click **Save As**.

Project displays the Save As dialog box.

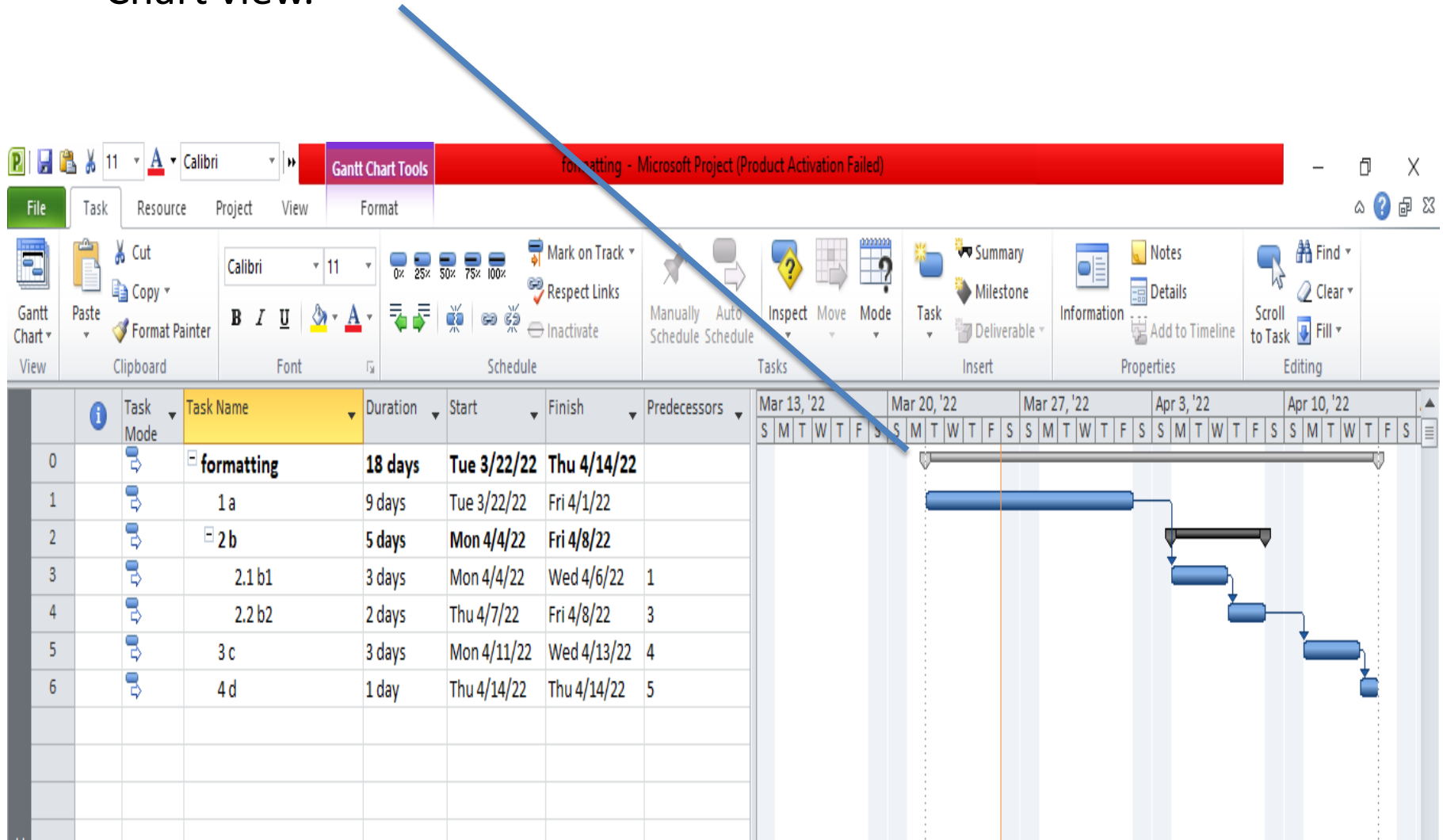
2. In the **File name** box, type **Simple Formatting**, and then click **Save**.

To begin, you will display the project summary task to see the top-level or rolled-up details of the project. Project automatically generates the project summary task but doesn't display it by default.

3. On the **Format** tab, in the **Show/Hide** group, click **Project Summary Task**. Project displays the project summary task at the top of the Gantt Chart view.

- On the **Format** tab, in the **Show/Hide** group, click **Project Summary Task**.

Project displays the project summary task at the top of the Gantt Chart view.



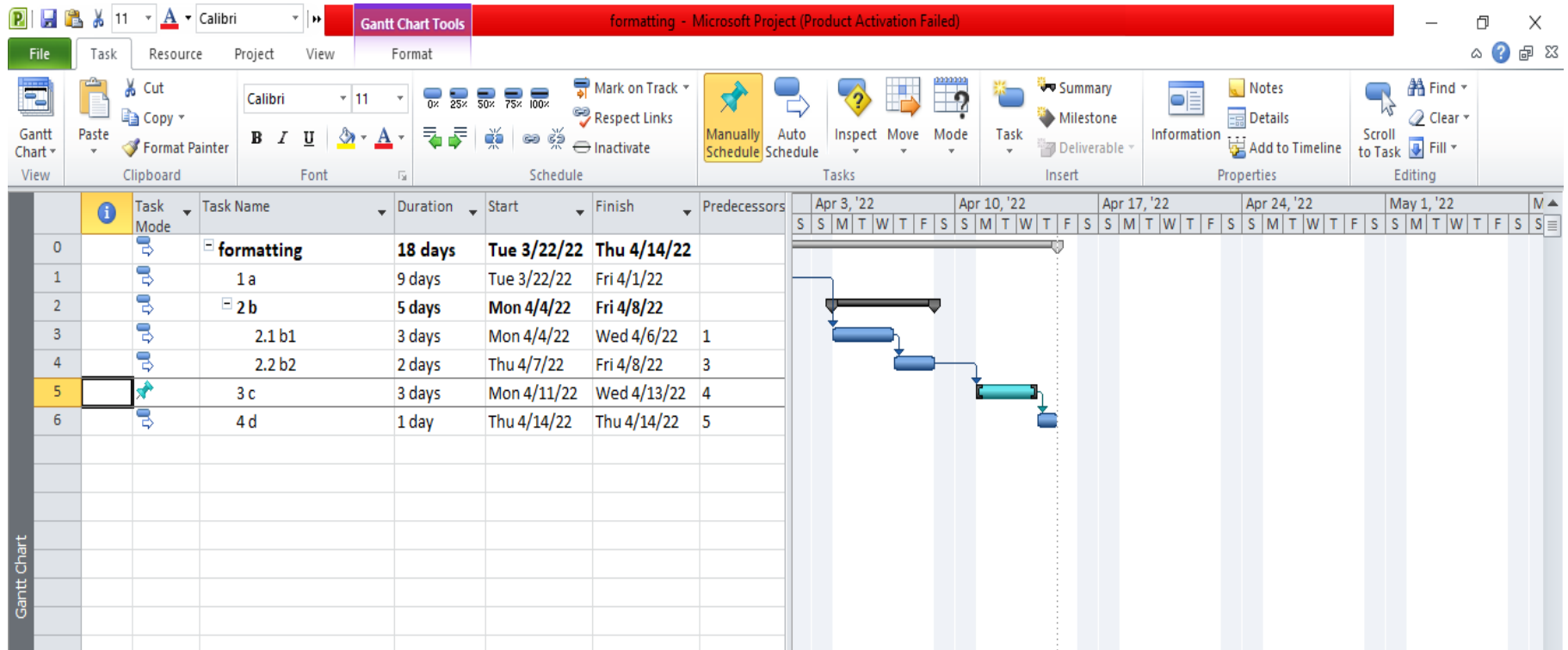
- The project summary task, which is always numbered as task 0, contains top-level information such as duration, work, and costs for the entire project. The name of the project summary task comes from the file name as the project summary task's name.

4. In the **Task Name** column, click the name of task (manually scheduled).

5. On the **Task** tab, in the **Editing** group, click **Scroll to Task**.

Tip You can accomplish the same thing by right-clicking the task name and in the shortcut menu that appears, clicking **Scroll To Task**.

Project scrolls the chart portion of the Gantt Chart view to display the Gantt bar for a manually scheduled task .



6. On the **Format** tab, in the **Gantt Chart Style** group, click **More** to display the predefined color styles.

The formatting options under Scheduling Styles distinguish between manual and automatically scheduled tasks, but the Presentation Styles do not.

formatting - Microsoft Project (Product Activation Failed)

File Task Resource Project View Format

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields Format Columns

Critical Tasks Slack Late Tasks Baseline Slippage Bar Styles

Scheduling Styles

Presentation Styles

	Task Mode	Task Name	Duration	Start	Finish
0		formatting	18 days	Tue 3/22/22	Thu 4/14/22
1		a	9 days	Tue 3/22/22	Fri 4/1/22
2		b	5 days	Mon 4/4/22	Fri 4/8/22
3		b1	3 days	Mon 4/4/22	Wed 4/6/22
4		b2	2 days	Thu 4/7/22	Fri 4/8/22
5		c	3 days	Mon 4/11/22	Wed 4/13/22
6		d	1 day	Thu 4/14/22	Thu 4/14/22

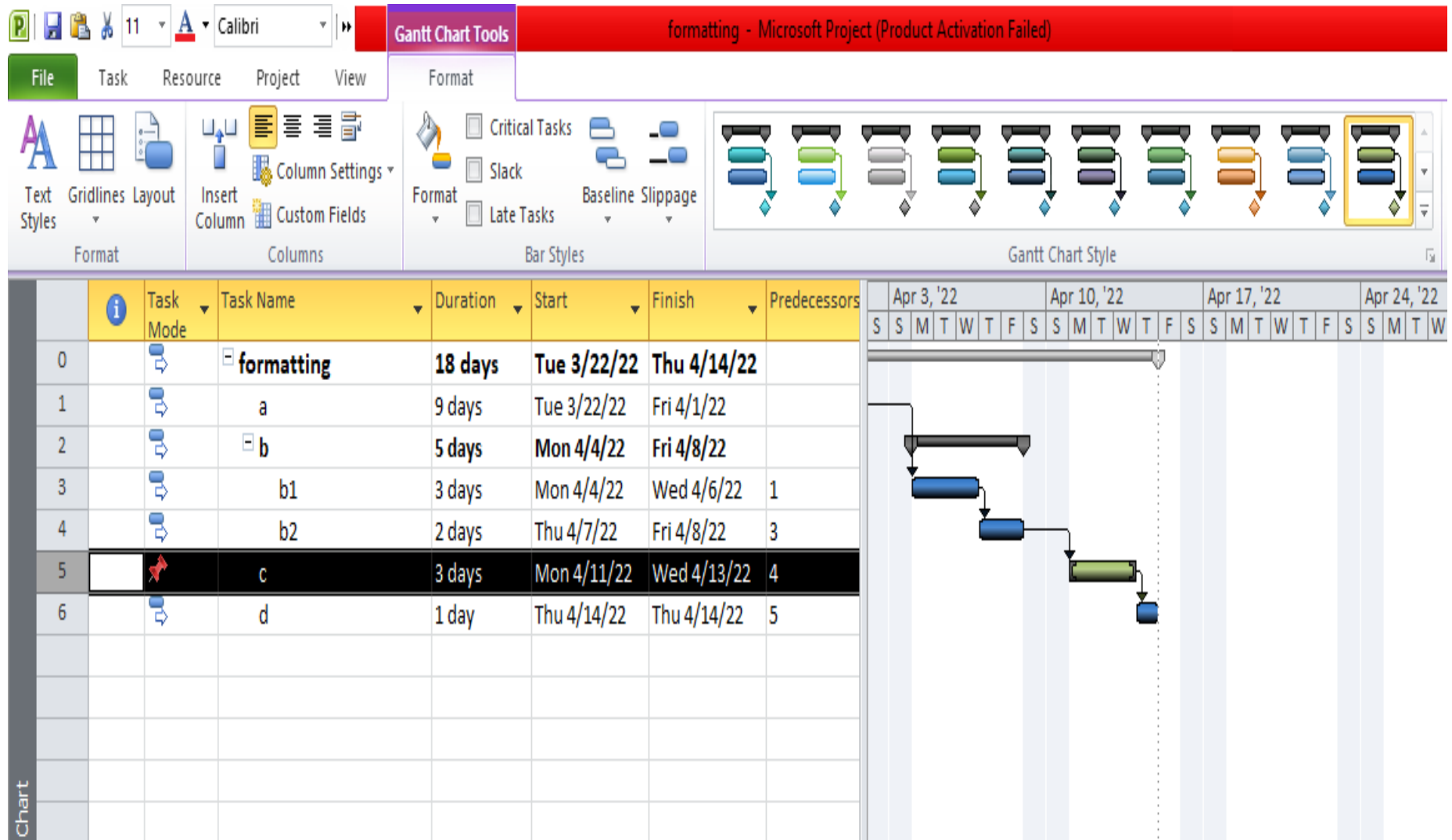
Outline Number Project Summary Task Summary Tasks Show/Hide Drawings

May 1, '22

V T F S S M T W T F S S

Gantt Chart

Scheduling Styles distinguish between manually and automatically scheduled tasks.

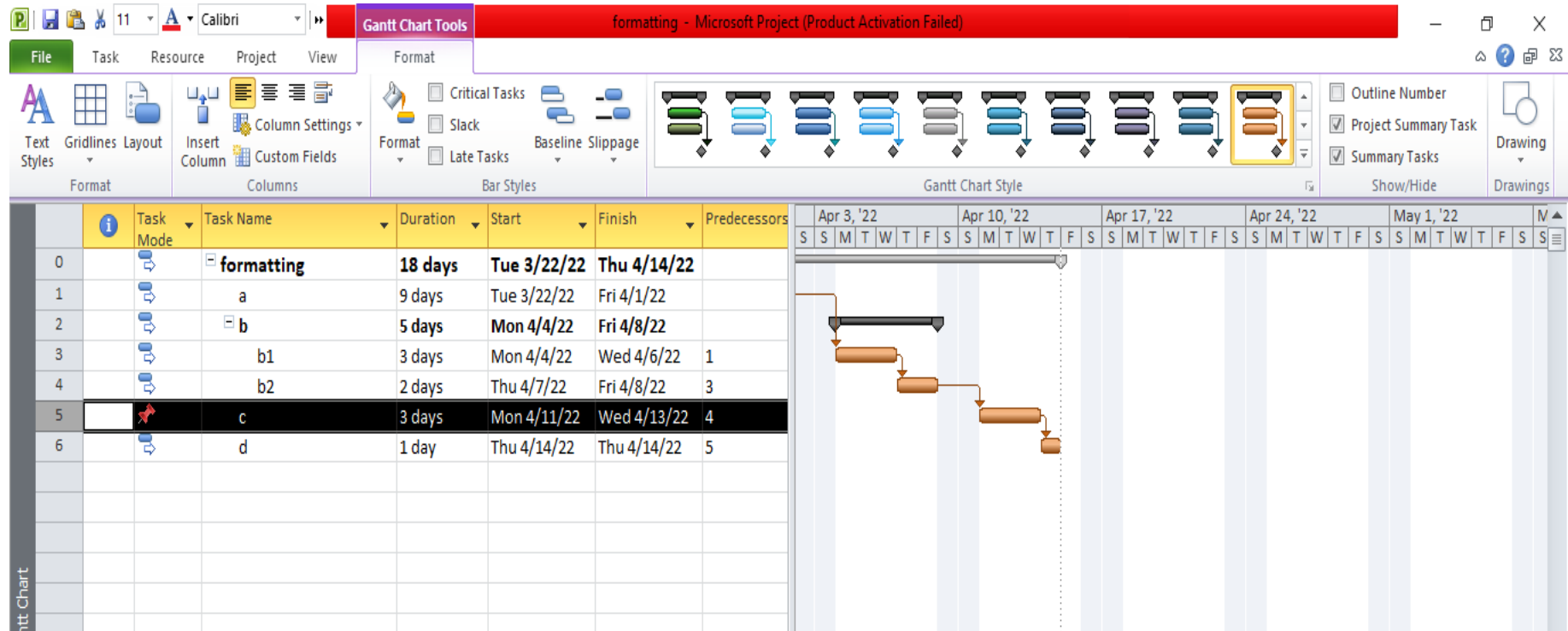


○ Presentation Styles do not.

7. Under **Presentation Styles**, click the orange color scheme.

Project applies this style to the Gantt bars in the project plan.

Applying a presentation style to the Gantt Chart view is an option that you can use when you don't want to distinguish between manual and automatically scheduled tasks—when showing the Gantt chart to an audience for whom you do not want to make this distinction



your next step in this exercise is to **reformat a task name** so it will visually stand out.

to highlight the task name of milestone

You can also click the **Task tab**, and in the **Font group**, click **background Color**.

Project applies the yellow background color to the task name's cell.

. Right-click the task name again, and on the mini-toolbar, click the **Italic** button.

The screenshot displays the Microsoft Project interface with the Gantt Chart view. The 'Task Name' column is highlighted in yellow, and the task 'e' is highlighted in yellow. The Gantt chart shows a sequence of tasks: 'a' (9 days), 'b' (5 days), 'b1' (3 days), 'b2' (2 days), 'c' (3 days), 'd' (1 day), and 'e' (1 day). The task 'e' is a milestone, indicated by a diamond shape. The Gantt chart shows the timeline from April 3, 2022, to May 1, 2022.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Res
0	formatting	19 days	Tue 3/22/22	Fri 4/15/22		
1	a	9 days	Tue 3/22/22	Fri 4/1/22		
2	b	5 days	Mon 4/4/22	Fri 4/8/22		
3	b1	3 days	Mon 4/4/22	Wed 4/6/22	1	
4	b2	2 days	Thu 4/7/22	Fri 4/8/22	3	
5	c	3 days	Mon 4/11/22	Wed 4/13/22	4	
6	d	1 day	Thu 4/14/22	Thu 4/14/22	5	
7	<u>e</u>	1 day	Fri 4/15/22	Fri 4/15/22	6	

11. On the **Format** tab, in the **Bar Styles** group, click **Format** and then click **Bar**.

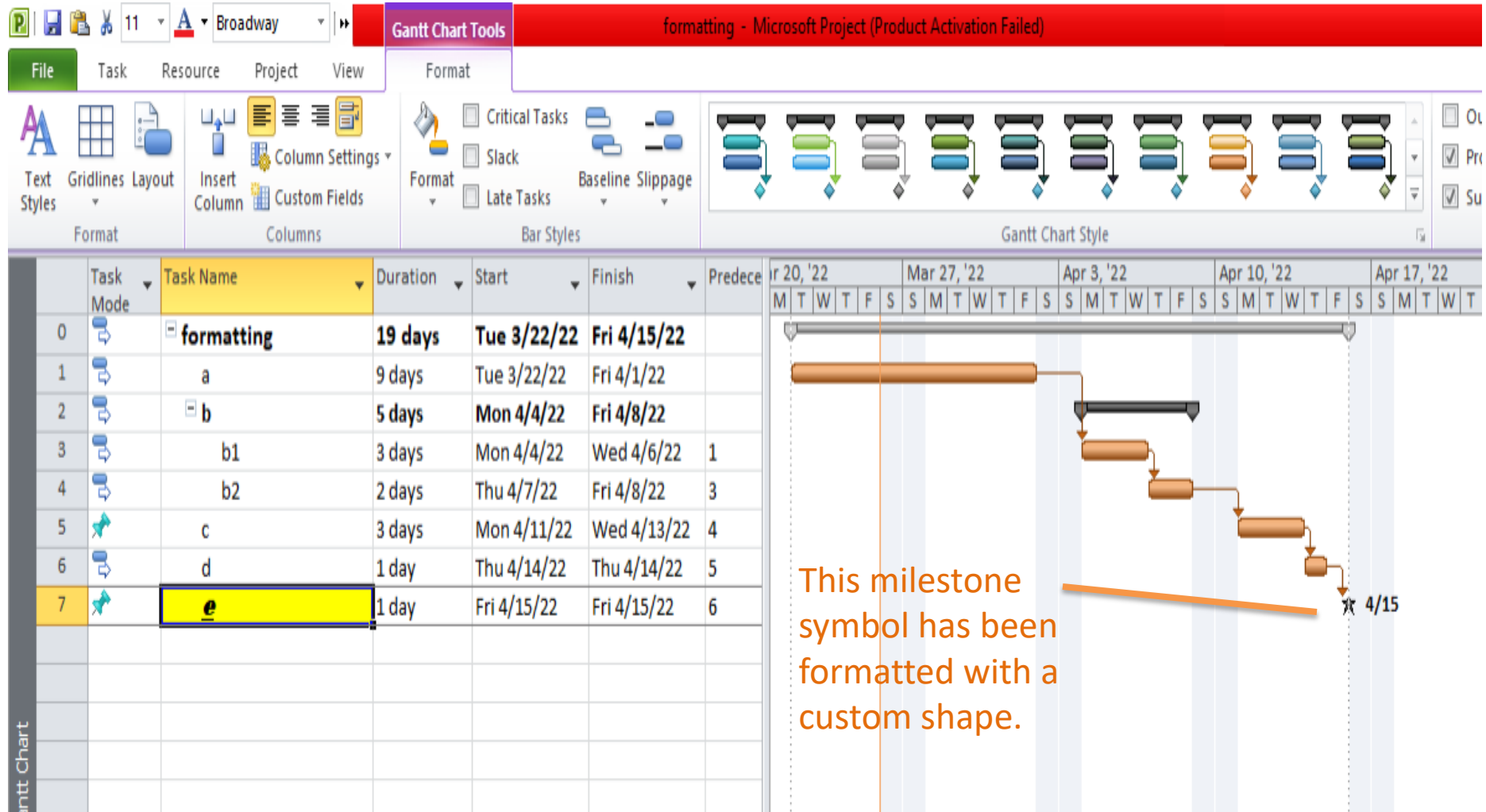
12. In the **Format Bar** dialog box, under **Start**, click the **Shape** drop-down list. Project displays the symbols you can use as a Gantt bar edge, or, in this case for a milestone, as a milestone symbol.

The screenshot shows the Microsoft Project interface with the **Format Bar** dialog box open. The dialog box has two tabs: **Bar Shape** and **Bar Text**. The **Bar Shape** tab is active, showing options for **Start**, **Middle**, and **End** shapes, patterns, and colors. The **Start** section has a dropdown menu open, displaying a list of symbols for Gantt bar edges. The background shows a Gantt chart with tasks like 'formatting', 'a', 'b', 'b1', 'b2', 'c', 'd', and '7'.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Res
0	formatting	19 days	Tue 3/22/22	Fri 4/15/22		
1	a	9 days	Tue 3/22/22	Fri 4/1/22		
2	b	5 days	Mon 4/4/22	Fri 4/8/22		
3	b1	3 days	Mon 4/4/22	Wed 4/6/22		
4	b2	2 days	Thu 4/7/22	Fri 4/8/22		
5	c	3 days	Mon 4/4/22	Wed 4/6/22		
6	d	1 day	Thu 4/7/22	Fri 4/8/22		
7		1 day	Fri 4/15/22	Sat 4/16/22		

13. Click the star symbol, and then click **OK**.

Project uses the star symbol as the milestone symbol for this task.



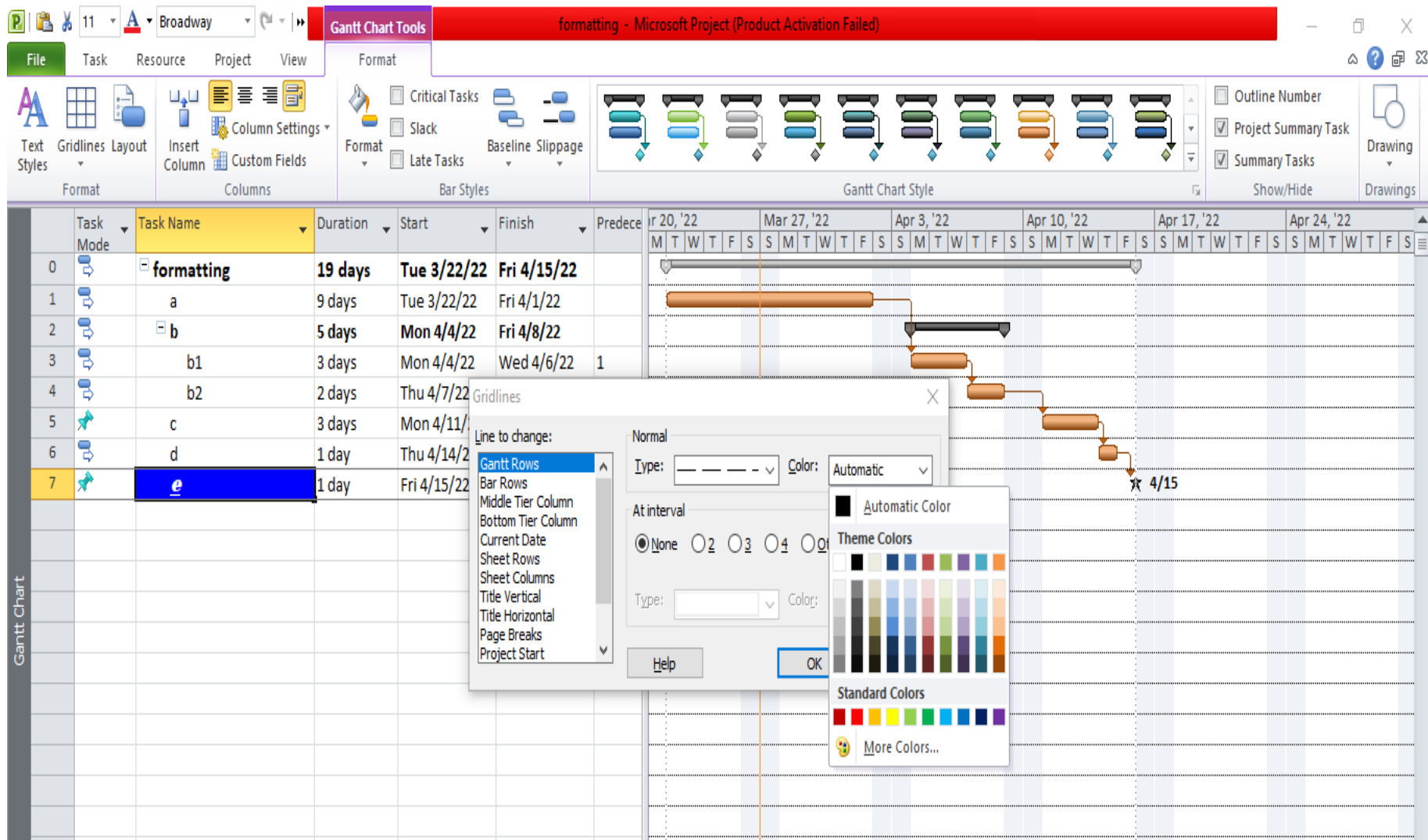
add horizontal gridlines

To conclude this exercise, you will add horizontal gridlines to the chart portion of the Gantt Chart view so you can more easily associate Gantt bars with their tasks.

14. On the **Format** tab, in the **Format** group, click **Gridlines**, and then click **Gridlines**.

15. Under **Lines to change**, leave Gantt Rows selected, and in the **Type** box under **Normal**, select the small dashed line (the third option down), and then click **OK**. Project draws dashed lines across the chart portion of the Gantt Chart view.

add horizontal gridlines



Customizing the Timeline View

The Timeline view is best suited to display some tasks from the Gantt Chart view in a less complicated format.

The Timeline view is especially well suited for conveying quick summaries of project plans, as you will see in this exercise. Later in this chapter, you will also copy a Timeline view to another application as a quick “project at a glance” image.

In this exercise, you customize the Timeline view and adjust some display details on the Timeline.

Customizing the Timeline View

In this exercise, you customize the Timeline view and adjust some display details on the Timeline.

1. display timeline: view>>split view>>timeline

Click anywhere in the Timeline view.

Project shifts focus to the Timeline view, and displays the Timeline Tools on the Format tab.

2. On the **Format tab, in the **Insert** group, click **Existing Tasks**.**

The Add Tasks to Timeline dialog box appears.

This dialog box contains an outline of the summary and subtasks in the project plan.

Customizing the Timeline View

The screenshot displays the Microsoft Project interface with the Timeline view selected. The 'Timeline Tools' ribbon is active, showing options like 'Overlapped Tasks', 'Pan & Zoom', and 'Display as Bar'. A dialog box titled 'Add Tasks to Timeline' is open, allowing the user to select tasks from a list to add to the timeline. The list includes 'formatting' (expanded) with sub-tasks 'a', 'b', 'b1', 'b2', 'c', 'd', and 'e'. The background shows a Gantt chart with tasks 'formatting' (19 days) and 'a' (9 days) visible. The timeline view shows a sequence of tasks from Tuesday, March 22 to Friday, April 15, 2022.

Timeline Tools

- Overlapped Tasks
- Pan & Zoom
- Text Lines: 1
- Existing Tasks
- Task
- Callout Milestone Task
- Display as Bar
- Display as Callout
- Remove from Timeline
- Copy Timeline
- Copy

Add Tasks to Timeline

Select Tasks:

- ☐ formatting
 - ☐ a
 - ☐ b
 - ☐ b1
 - ☐ b2
 - ☐ c
 - ☐ d
 - ☐ e

Timeline

Start: Tue 3/22/22

Finish: Fri 4/15/22

Gantt Chart

Task Mode	Task Name	Duration
0	formatting	19 days
1	a	9 days
2	b	5 days
3	b1	3 days
4	b2	2 days
5	c	3 days
6	d	1 day
7	e	1 day

Timeline View: Tue Mar 22, Thu Mar 24, Tue Apr 5, Thu Apr 7, Sat Apr 9, Mon Apr 11, Wed Apr 13, Fri Apr 15

Timeline View: Apr 27, '22, Apr 3, '22, Apr 10, '22, Apr 17, '22, Apr 24, '22

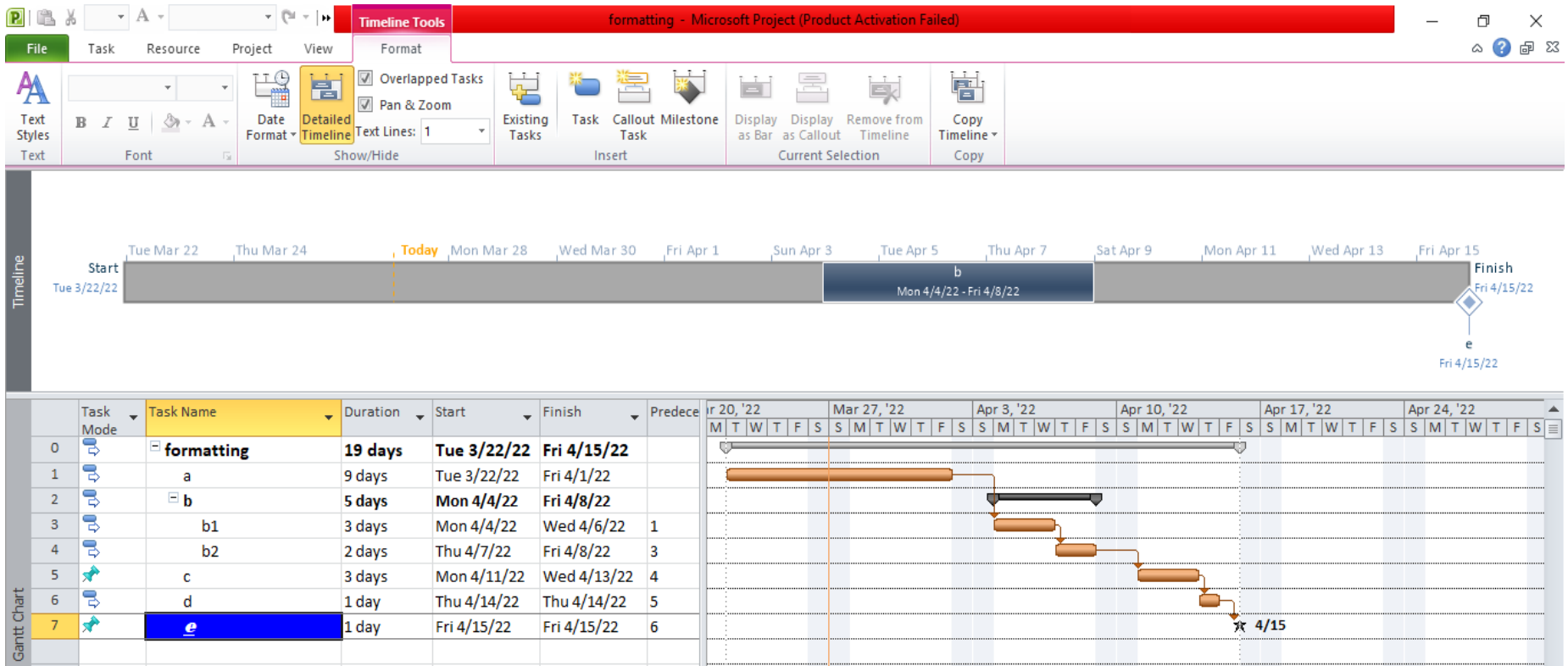
Timeline View: 4/15

Customizing the Timeline View

Select tasks :summary tasks and a milestone task that you will add to the Timeline view.

4. Click OK.

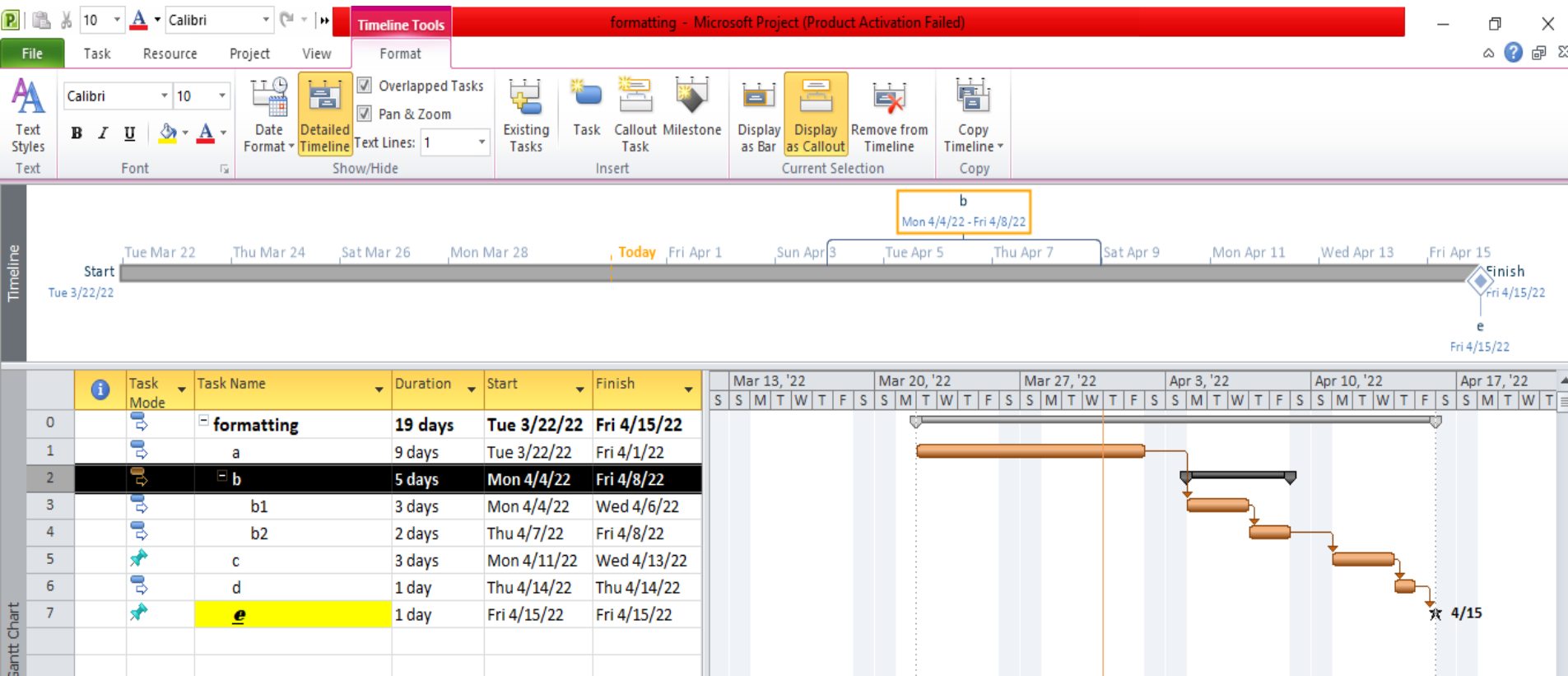
Project adds the summary tasks and milestone to the Timeline view.



5. In the **Timeline** view, click the bar for the summary task.

6. On the **Format** tab, in the **Current Selection** group, click **Display as Callout**.

Project displays this summary task as a callout, which for this task has the advantage of making the full task name visible.



Next you'll add a task to the Timeline, but you'll use a different technique:

7. In the **Task Name** column, click the name of task .
8. On the **Task** tab, in the **Properties** group, click **Add to Timeline**.

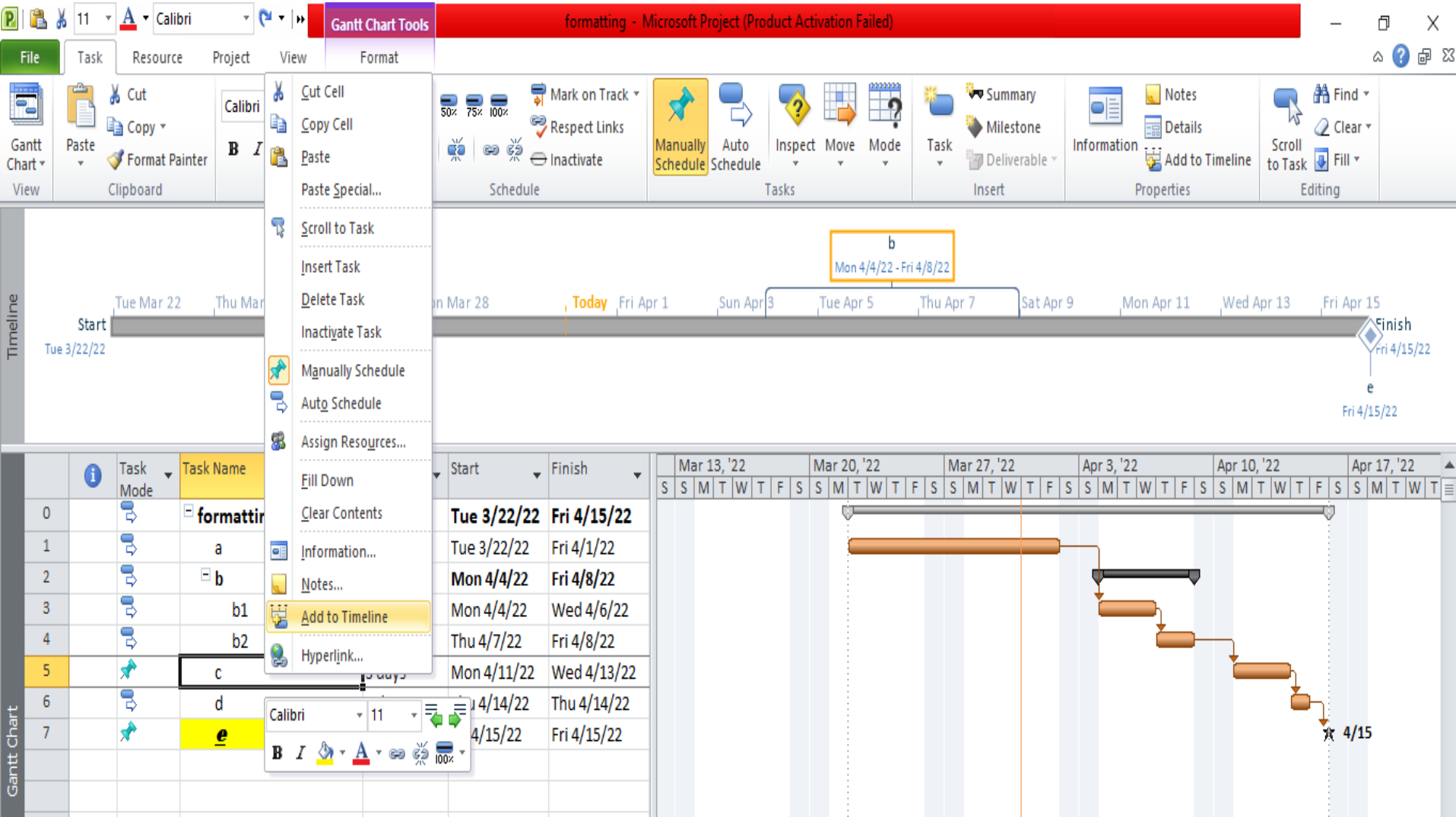
The screenshot shows the Microsoft Project interface. The **Gantt Chart Tools** ribbon is active, with the **Task** tab selected. In the **Properties** group, the **Add to Timeline** button is highlighted. The task list on the left shows the following tasks:

Task ID	Task Name	Duration	Start	Finish
0	formatting	19 days	Tue 3/22/22	Fri 4/15/22
1	a	9 days	Tue 3/22/22	Fri 4/1/22
2	b	5 days	Mon 4/4/22	Fri 4/8/22
3	b1	3 days	Mon 4/4/22	Wed 4/6/22
4	b2	2 days	Thu 4/7/22	Fri 4/8/22
5	c	3 days	Mon 4/11/22	Wed 4/13/22
6	d	1 day	Thu 4/14/22	Thu 4/14/22
7	e	1 day	Fri 4/15/22	Fri 4/15/22

The Gantt chart on the right shows the timeline for these tasks. Task 'c' is highlighted in yellow in the task list and its corresponding bar is highlighted in orange in the Gantt chart. A tooltip titled 'Add Task to Timeline' is visible, stating: 'Add the selected task to the timeline. The timeline, if visible, is at the top of the screen.'

Tip: You can also right-click the task name and click Add to Timeline in the shortcut menu that appears.

Project adds this milestone task to the Timeline view.



formatting - Microsoft Project (Product Activation Failed)

File Task Resource Project View **Format**

Calibri 11

0% 25% 50% 75% 100%

Mark on Track

Respect Links

Inactivate

Manually Schedule

Auto Schedule

Inspect

Move

Mode

Task

Summary

Milestone

Deliverable

Information

Notes

Details

Add to Timeline

Find

Clear

Scroll to Task

Fill

Font

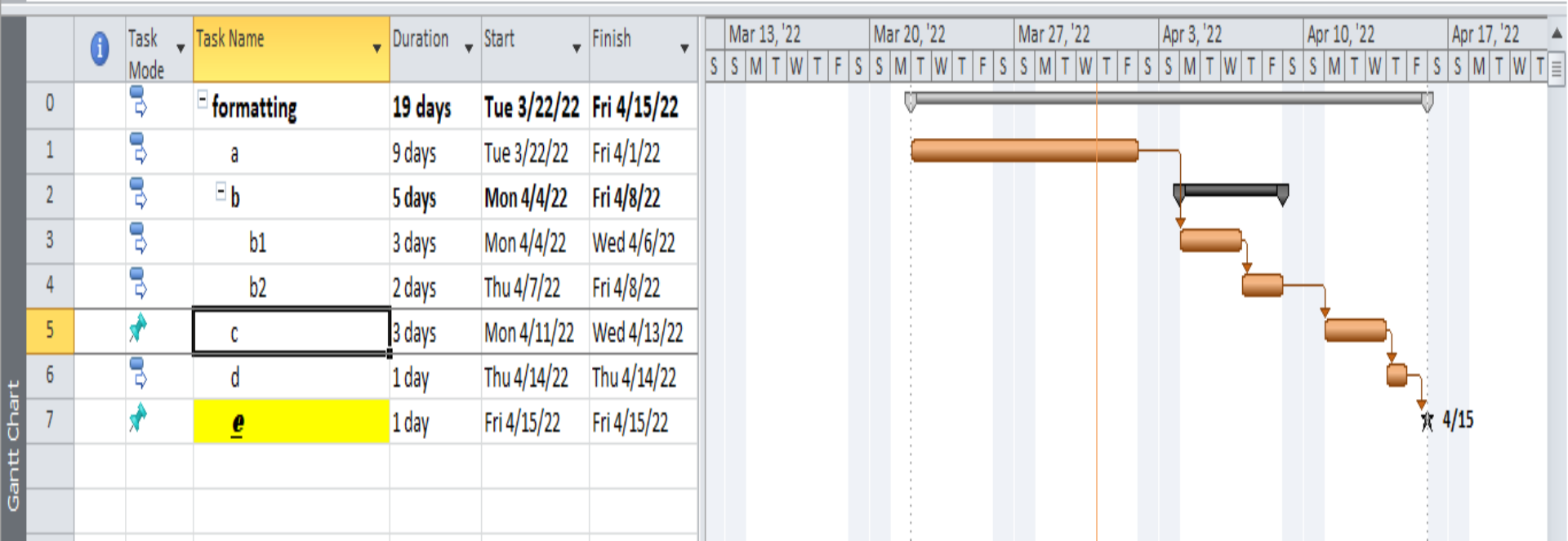
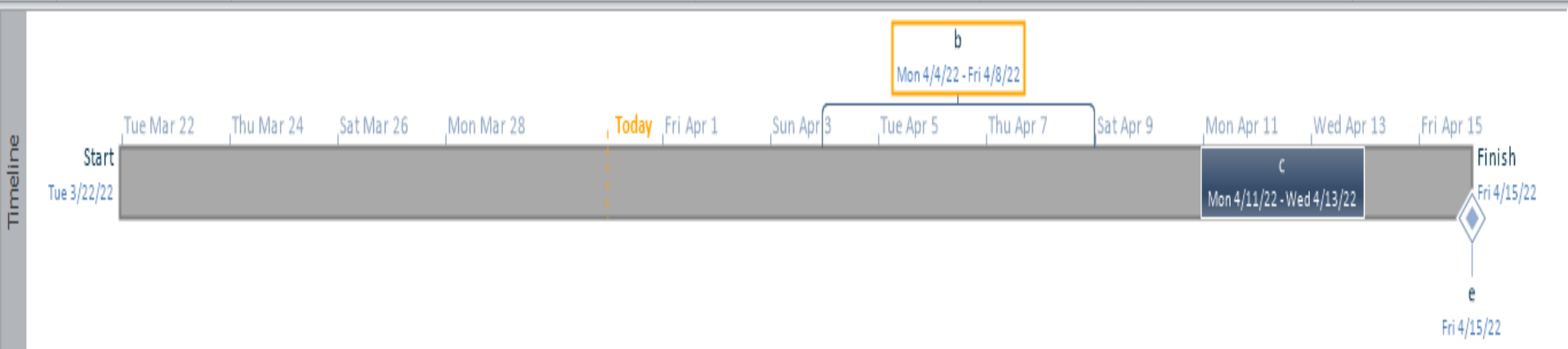
Schedule

Tasks

Insert

Properties

Editing



Drawing on a Gantt Chart

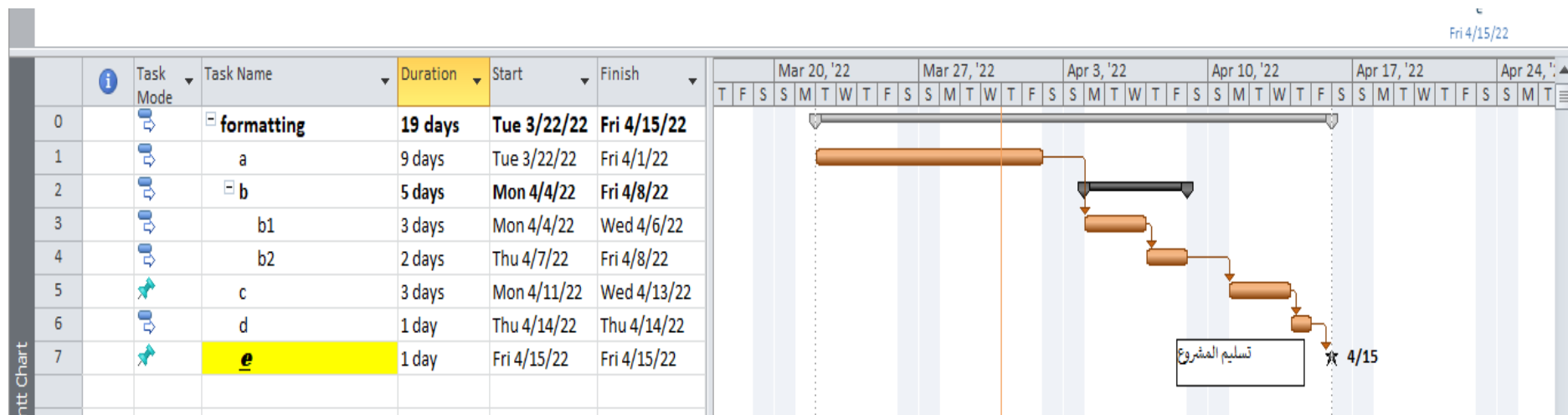
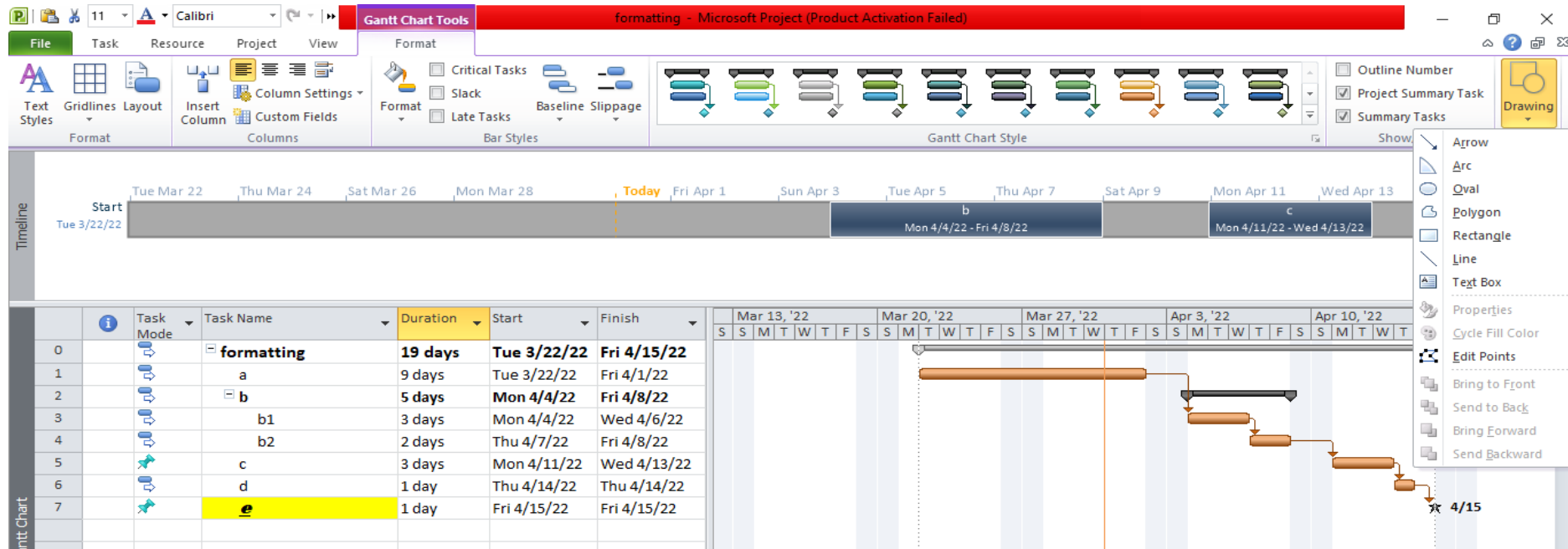
Project includes a Drawing tool with which you can draw objects directly on the chart portion of a Gantt chart. For example, if you would like to note a particular event or graphically call out a specific item, you can draw objects, such as text boxes, arrows, and other items, directly on a Gantt chart.

In this exercise, you add a text box to the Gantt Chart view:

1. Scroll the Gantt Chart view to the top of the table so task 0 is visible.
2. On the **Format** tab, in the **Drawings** group, click **Drawing**.

The menu of drawing objects appears. This includes all the built-in shapes that you can draw, plus other commands for formatting shapes.

Drawing on a Gantt Chart



Drawing on a Gantt Chart

5. On the **Format** tab, in the **Drawings** group, click **Drawing**, and then click **Properties**.

The Format Drawing dialog box appears.

Tip You can also double-click the border of the text box to view its properties.

6. Make sure the **Line & Fill** tab is displayed, and in the **Color** box under the **Fill** label, click yellow.

The screenshot shows the Microsoft Project interface. The 'Gantt Chart Tools' ribbon is active, with the 'Format' tab selected. The 'Drawing' group is expanded, showing options like 'Highlight', 'Filter', 'Group by', 'Timescale', 'Zoom', 'Entire Project', 'Selected Tasks', 'Timeline', 'Details', 'Split View', 'Window', and 'Macros'. A Gantt chart is displayed on the right, showing a project timeline from March 20, '22 to April 24, '22. A task bar for 'formatting' is highlighted in yellow. A context menu is open over the task bar, with 'Properties' highlighted.

Task ID	Task Name	Duration	Start	Finish
0	formatting	19 days	Tue 3/22/22	Fri 4/15/22
1	a	9 days	Tue 3/22/22	Fri 4/1/22
2	b	5 days	Mon 4/4/22	Fri 4/8/22
3	b1	3 days	Mon 4/4/22	Wed 4/6/22
4	b2	2 days	Thu 4/7/22	Fri 4/8/22
5	c	3 days	Mon 4/11/22	Wed 4/13/22
6	d	1 day	Thu 4/14/22	Thu 4/14/22
7	e	1 day	Fri 4/15/22	Fri 4/15/22

Drawing on a Gantt Chart

formatting - Microsoft Project (Product Activation Failed)

File Task Resource Project View Format

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

Resource Views: Resource Usage, Resource Sheet, Team Planner, Other Views

Data: Sort, Outline, Tables, Highlight, Filter, Group by

Zoom: Zoom, Entire Project, Selected Tasks

Split View: Timeline, Details

Window: Switch Windows, Arrange All, New Window, Hide

Macros: Macros

Task Mode	Task Name	Duration	Start	Finish
0	formatting	19 days	Tue 3/22/22	Fri 4/15/22
1	a	9 days	Tue 3/22/22	Fri 4/1/22
2	b	5 days	M	
3	b1	3 days	M	
4	b2	2 days	Th	
5	c	3 days	M	
6	d	1 day	Th	
7	e	1 day	Fri	

Format Drawing

Line & Fill | Size & Position

Line: ☐ None ☒ Custom

Color:

Line:

Fill: ☐ None ☒ Custom

Color:

Pattern:

Preview: تسليم المشروع

OK Cancel

تسليم المشروع 4/15

Drawing on a Gantt Chart

Next, you'll attach the text box to a specific date on the timescale.

7. Click the **Size & Position** tab.

8. Make sure that **Attach To Timescale** is selected, and in the **Date** box, type or click **the date you want**.

9. In the **Vertical** box under **Attach To Timescale**, type **.5** (this is the number of inches below the timescale where the top of the box will be positioned),

and then click **OK** to close the **Format Drawing** dialog box.

Project colors the text box yellow and positions it below the timescale near the date you specified.

Drawing on a Gantt Chart

formatting - Microsoft Project (Product Activation Failed)

Gantt Chart Tools

File Task Resource Project View **Format**

Text Styles Gridlines Layout Insert Column Column Settings Custom Fields

Format Columns Bar Styles Gantt Chart Style

Critical Tasks Slack Late Tasks Baseline Slippage

Outline Number Project Summary Task Summary Tasks Show/Hide Drawings

	Task Mode	Task Name	Duration	Start	Finish
0		formatting	19 days	Tue 3/22/22	Fri 4/15/22
1		a	9 days	Tue 3/22/22	Fri 4/1/22
2		b	5 days	M	
3		b1	3 days	M	
4		b2	2 days	Th	
5		c	3 days	M	
6		d	1 day	Th	
7		e	1 day	Fri	

Format Drawing

Line & Fill Size & Position

Position

☒ Attach to timescale:

Date: Thu 4/14/22 Vertical: 0.50 in.

☐ Attach to task:

ID: Attachment point: Horizontal: Vertical: in.

Size

Height: 0.29 in. Width: 1.15 in.

OK Cancel

الصيانة 4/15

Copying Views

You may frequently need to share details of your project plans with colleagues who do not have Project, or who may prefer a simple schedule snapshot.

In addition to the reports feature described later in this chapter, you can quickly copy or print views from Project. Copied views can then be pasted into e-mail messages, documents, presentations, and other elements.

Both the Gantt Chart and Timeline views are well suited for sharing schedule details the Timeline is a concise “project at a glance” view and the Gantt Chart is a widely used format of schedules.

Copying Views

In this exercise, you copy the Gantt Chart and the Timeline views to another application.

1. In the **Task Name** column, click the name of task you want.
2. On the **Task** tab, in the **Editing** group, click **Scroll to Task**.
The Gantt bars for that summary task and its subtasks are displayed.
This is close to the image you'd like to copy.

3. In the Gantt Chart view, select the names of task and its subtasks of it.
4. On the **Task** tab, in the **Clipboard** group, click the arrow next to **Copy**, and then click **Copy Picture**.

The Copy Picture dialog box appears.

Copying Views

you to save the copied image as a Graphics Interchange Format (GIF) image file.

The Copy and Timescale options let you fine-tune what you want to copy.

For this exercise, you want to copy the selected rows for screen-resolution quality and leave the timescale as shown on the screen.

5. Click OK.

Project copies a graphic image of the Gantt chart for just the selected rows to the Windows Clipboard.

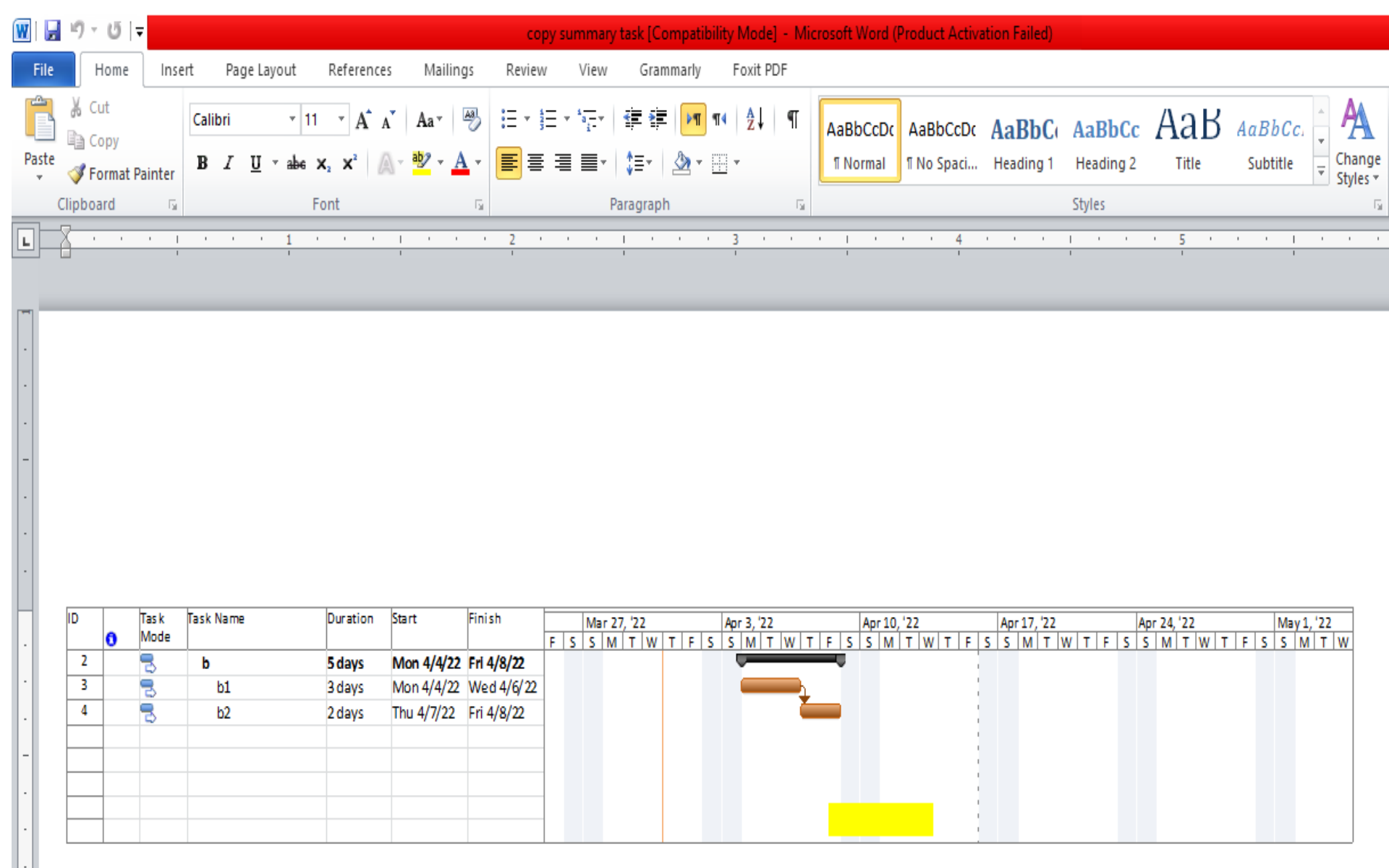
6. On the Start menu, click All Programs, and in the Accessories program group, click WordPad.

WordPad opens and creates a new document.

7. In WordPad, click Paste.

WordPad pastes the graphic image of the Gantt Chart view into the new document.

Copying Views



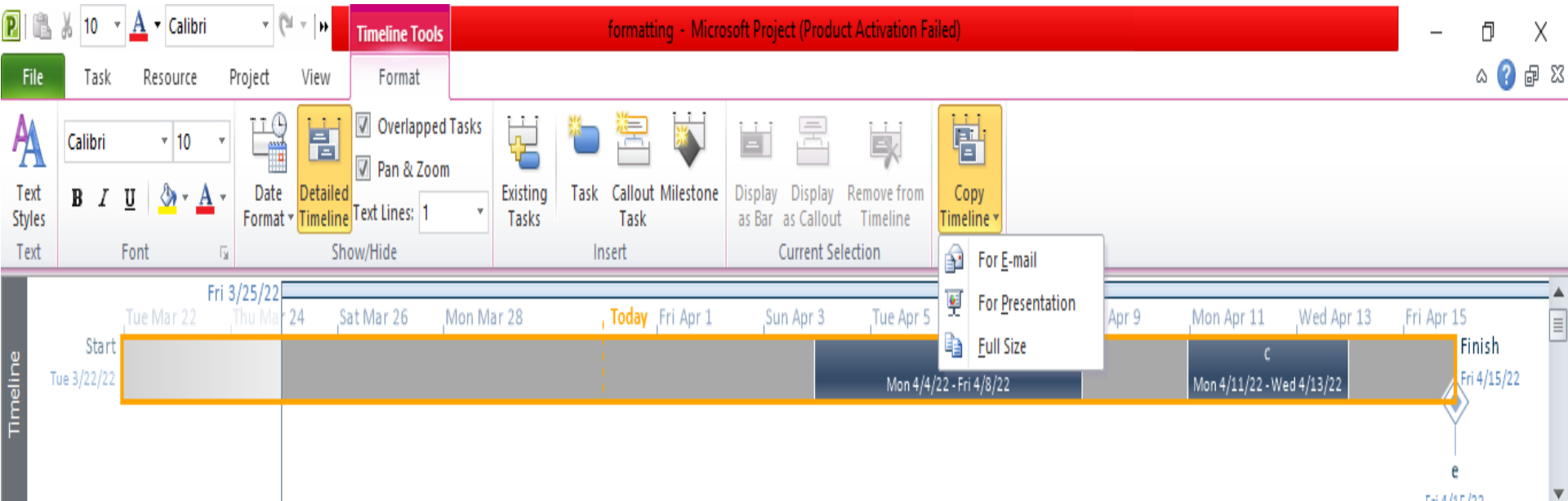
Copying Views

8. Switch back to Project.

9. Click anywhere in the Timeline view.

10. On the **Format** tab, in the **Copy** group, click **Copy Timeline**.

The Copy Timeline options appear.



Copying Views

11. Click Full Size.

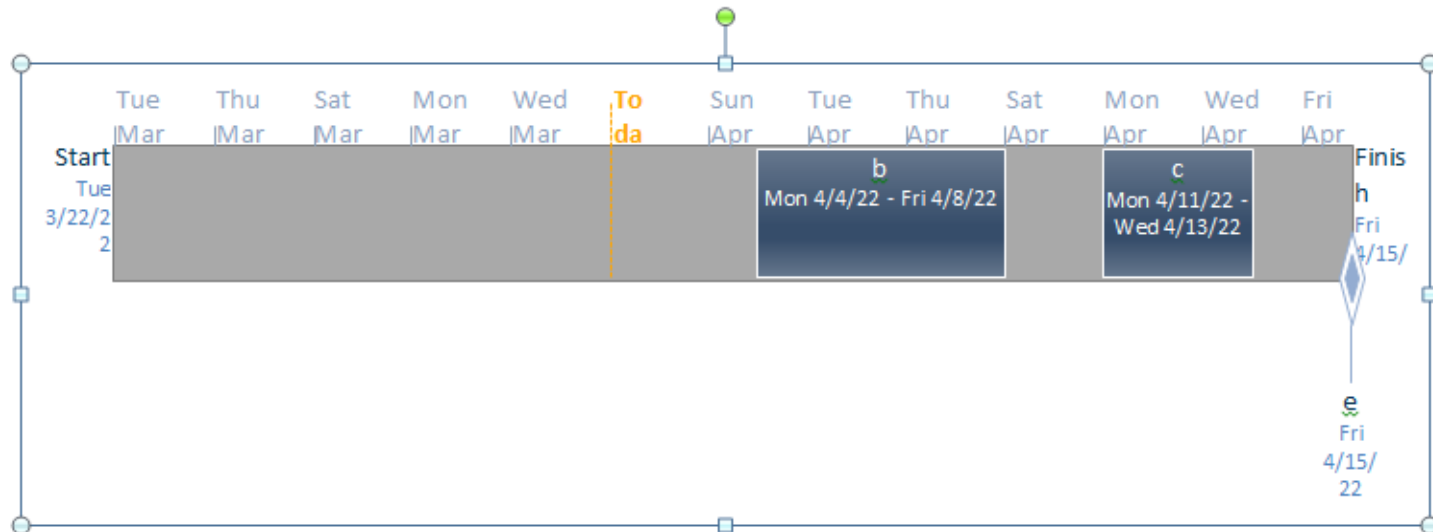
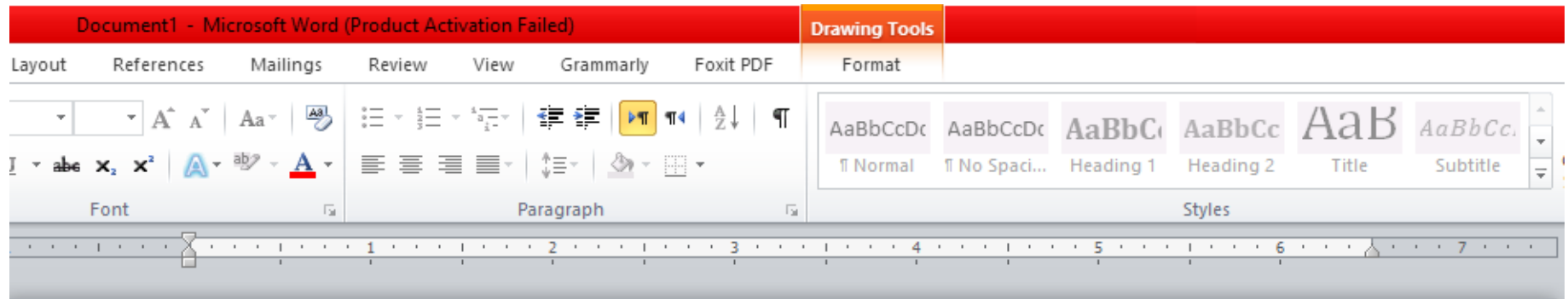
Project copies a graphic image of the timeline to the Clipboard.

12. Switch back to WordPad and then press the Enter key a few times to add some space below the Gantt chart image.

13. In WordPad, click Paste.

WordPad pastes the graphic image of the Timeline view into the new document.

Copying Views



Printing Views

Printing views allows you to put on paper just about anything you see on your screen.

For a project with many tasks, what you can see on your screen at one time may be a relatively small portion of the full project.

In this exercise, you will see the Print Preview of the Gantt Chart and Timeline views.

1. On the **File tab, click **Print**.**

The Print Preview appears in the Backstage view with the Gantt Chart in the preview.

Printing Views

formatting - Microsoft Project (Product Activation Failed)

File Task Resource Project View **Format**

Save
Save As
Open
Close

formatting.mpp
ghgh.mpp
مشروع الصبغ - جدول...
Project2.mpp
مشروع الصبغ - جدول...
Software developm...
simple tasks.mpp
Software developm...

Info
Recent
New

Print

Save & Send
Help
Options
Exit

Print

Copies: 1

Printer

Canon LBP6000/LBP6018
Offline: 1 document waiting
[Printer Properties](#)

Settings

Print Entire Project
Print the project from start to finish

Dates: 3/22/2022 to 4/15/2022

Pages: 1 to 1

Landscape Orientation

A4
8.27" x 11.69"

[Page Setup](#)

ID	Task Mode	Task Name	Duration	Start	Finish	Mar 20, '22	Mar 27, '22	Apr 3, '22	Apr 10, '22	Apr 17, '22																	
0		formatting	19 days	Tue 3/22/22	Fri 4/15/22	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1		a	9 days	Tue 3/22/22	Fri 4/1/22																						
2		b	5 days	Mon 4/4/22	Fri 4/8/22																						
3		b1	3 days	Mon 4/4/22	Wed 4/6/22																						
4		b2	2 days	Thu 4/7/22	Fri 4/8/22																						
5		c	3 days	Mon 4/11/22	Wed 4/13/22																						
6		d	1 day	Thu 4/14/22	Thu 4/14/22																						
7		e	1 day	Fri 4/15/22	Fri 4/15/22																						

الصيانة

Project: formatting
Date: Fri 4/1/22

Task External Milestone
Split Inactive Task
Milestone Inactive Milestone
Summary Inactive Summary
Project Summary Manual Task
External Tasks Duration-only

Manual Summary Rollup
Manual Summary
Start-only
Finish-only
Deadline
Progress

Page 1

Printing Views-software development

1 of 9

Use these buttons to navigate in the Print Preview.

Printing Views-software development

2. Click Multiple Pages

The screenshot displays the Microsoft Project application window. The title bar indicates the file path: `C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode] - Microsoft Project (Product Activa...`. The ribbon is set to **Gantt Chart Tools**, with the **Format** tab selected. The **Print** dialog box is open, showing the following settings:

- Printer:** Canon LBP6000/LBP6018 (Offline: 1 document waiting)
- Settings:** Print Entire Project (Print the project from start to finish)
- Dates:** 1/3/2000 to 5/15/2000
- Pages:** 1 to 9
- Orientation:** Landscape Orientation
- Size:** A4 (8.27" x 11.69")

The dialog box includes links for **Printer Properties** and **Page Setup**. To the right of the dialog, a 3x3 grid of 9 Gantt chart views is displayed, showing different task dependencies and progress. At the bottom of the grid, the text "3 rows 3 columns" is visible. The bottom right corner of the application window shows standard navigation icons.

Printing Views-software development

3. Under **Settings**, on the left side of the Print Preview window, click **Print Entire Project** to display additional printing options. Choose one of types then click **print**.

The screenshot displays the Microsoft Project Print Preview window. The title bar shows the file path: C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode] - Microsoft Project (Product Activation...). The ribbon includes File, Task, Resource, Project, View, and Format. The left sidebar contains a 'Print' button and a 'Settings' section. The 'Settings' section has a 'Printer' dropdown set to 'Canon LBP6000/LBP6018' and a 'Copies' field set to '1'. Under the 'Settings' section, there are three options: 'Print Specific Pages' (highlighted in yellow), 'Print Entire Project' (selected), and 'Print Specific Dates'. The 'Print Entire Project' option is expanded, showing sub-options: 'All Sheet Columns' and 'Left Column of Pages Only'. The main area of the window displays a 3x3 grid of Gantt chart views, each showing a different project schedule. The status bar at the bottom indicates '3 rows 3 columns'.

Printing Views-software development

Microsoft Project (Product Activation) - C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode]

File Task Resource Project View **Gantt Chart Tools** Format

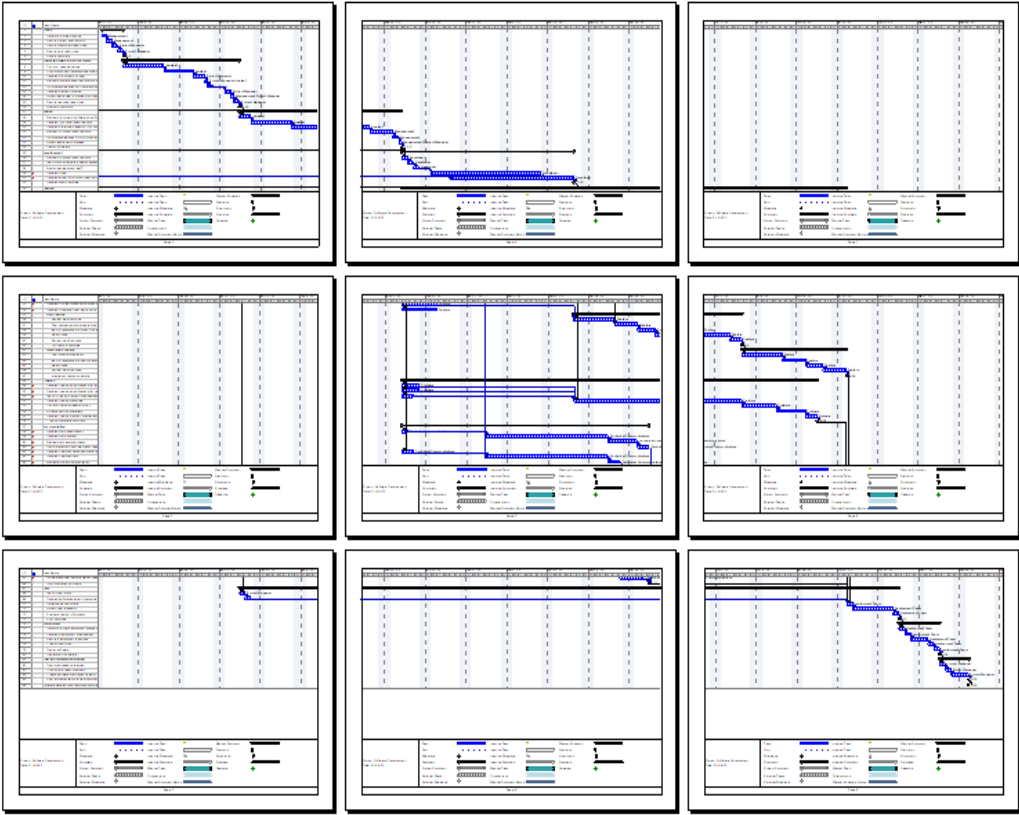
Save
Save As
Open
Close
Software developm...
formatting.mpp
ghgh.mpp
مشروع الصبغ - جدول...
Project2.mpp
مشروع الصبغ - جدول...
simple tasks.mpp
Software developm...
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print
Copies: 1

Printer
Canon LBP6000/LBP6018
Offline: 1 document waiting
[Printer Properties](#)

Settings
Print Specific Dates
Only print the timescale between the select dates
Dates: 1/3/2000 to 2/15/2000
Pages: 1 to 9
Landscape Orientation
A4
8.27" x 11.69"
[Page Setup](#)

3 rows 3 columns



The image displays a 3x3 grid of Gantt chart views from Microsoft Project. Each view shows a project timeline with tasks represented by horizontal bars. The tasks are color-coded and labeled with names and dates. The views are arranged in a 3x3 grid, showing different perspectives or details of the project schedule. The first view in the top-left shows a detailed Gantt chart with multiple tasks and their dependencies. The other views show different sections or summaries of the project timeline.

Printing Views-software development

Microsoft Project (Product Activation...)

File Task Resource Project View **Timeline Tools** Format

Save Save As Open Close

Software developm... formatting.mpp ghgh.mpp مشروع الصيغ - جدول... Project2.mpp مشروع الصيغ - جدول... simple tasks.mpp Software developm...

Info Recent New

Print

Save & Send Help Options Exit

Print

Copies: 1

Printer

Canon LBP6000/LBP6018
Offline: 3 documents waiting

[Printer Properties](#)

Settings

Print Entire Project
Print the project from start to finish

Dates: 1/3/2000 to 5/15/2000

Pages: 1 to 2

Landscape Orientation

A4
8.27" x 11.69"

[Page Setup](#)

1 row 2 columns

Start Mar 5/2000 Analysis/Software Thu 1/3/2000 - Wed 1/9/2000 Design Wed 1/23/2000 - Tue 2/7/2000 March April May Finish Mar 5/2000

Unit Testing Thu 4/10/2000 - Thu 4/20/2000

Printing Views-software development

Microsoft Project (Product Activation...)

File Task Resource Project View **Timeline Tools** Format

Save
Save As
Open
Close
Software developm...
formatting.mpp
ghgh.mpp
مشروع الصبغ - جدولة...
Project2.mpp
مشروع الصبغ - جدولة...
simple tasks.mpp
Software developm...
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print
Copies: 1

Printer
Canon LBP6000/LBP6018
Offline: 3 documents waiting
[Printer Properties](#)

Settings
Print Entire Project
Print the project from start to finish

Dates: 1/3/2000 to 5/15/2000
Pages: 1 to 2

Landscape Orientation
Portrait Orientation
Landscape Orientation

1 row 2 columns

Start Mon 1/3/00 Actual project software Thu 1/6/00 - Wed 1/20/00 February Design Wed 1/26/00 - Tue 2/15/00 March March 1/26/00 April April 1/26/00 - Thu 4/6/00 May May 1/26/00 Finish Mon 5/15/00

Printing Views-software development

1. Click **Page Setup**; this appears at the bottom of the controls, to the left of the print preview.

The Page Setup dialog box appears—note that the dialog box title includes the word “Timeline.” You can customize the page setup options that apply to this particular view.

2. Make sure the **Page** tab is visible, and then, under **Scaling**, click **Fit to 1 pages wide by 1 tall**.

3. Click **OK**.

Project resized the Timeline print preview so it now fits on a single page.

Printing Views-software development

The screenshot displays the Microsoft Project application interface. The title bar indicates the file path: C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode] - Microsoft Project (Product Activation...). The ribbon is set to 'Timeline Tools' with the 'Format' tab selected. The left sidebar shows a list of recent files, including 'Software developm...', 'formatting.mpp', 'ghgh.mpp', and 'Project2.mpp'. The main workspace shows a Gantt chart with a task bar for 'Unit Testing' spanning from March to May. Overlaid on the workspace is the 'Page Setup - Timeline' dialog box. The dialog has tabs for 'Page', 'Margins', 'Header', 'Footer', 'Legend', and 'View'. The 'Page' tab is active. Under 'Orientation', 'Landscape' is selected. Under 'Scaling', 'Fit to: 1 pages wide by 1 tall' is selected. Under 'Other', 'Paper Size' is set to 'A4' and 'First page number' is set to 'Auto'. The dialog box has buttons for 'Print Preview...', 'Options...', 'Print...', 'OK', and 'Cancel'. The status bar at the bottom indicates '1 of 1'.

File Task Resource Project View Format

Timeline Tools

C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode] - Microsoft Project (Product Activation...)

Save Save As Open Close

Software developm... formatting.mpp ghgh.mpp مشروع الصبغ - جدول... Project2.mpp مشروع الصبغ - جدول... simple tasks.mpp Software developm...

Info Recent New Print Save & Send Help Options Exit

Print

Copies: 1

Printer

Canon LBP6000/LBP6018 Offline: 3 documents waiting

Settings

Print Entire Project Print the project from start to finish

Dates: 1/3/2000 to 5/15/2000

Pages: 1 to 1

Landscape Orientation

A4 8.27" x 11.69"

Page Setup - Timeline

Page Margins Header Footer Legend View

Orientation

Portrait Landscape

Scaling

Adjust to: 79 % normal size

Fit to: 1 pages wide by 1 tall

Other

Paper Size: A4

First page number: Auto

Print Preview... Options... Print... OK Cancel

1 of 1

Printing Views-software development

The screenshot displays the Microsoft Project application window. The title bar indicates the file path: C:\Users\RZM\AppData\Roaming\Microsoft\Templates\Software development plan.mpt [Compatibility Mode] - Microsoft Project (Product Activation...). The ribbon is set to 'Timeline Tools' with the 'Format' tab selected. The left-hand ribbon shows the 'Print' option under the 'File' tab, which is currently active.

The 'Print' dialog box is open, showing the following settings:

- Print**: Copies: 1
- Printer**: Canon LBP6000/LBP6018 (Offline: 3 documents waiting). A link to 'Printer Properties' is available.
- Settings**:
 - Print Entire Project**: Print the project from start to finish.
 - Dates**: 1/3/2000 to 5/15/2000.
 - Pages**: 1 to 1.
 - Orientation**: Landscape Orientation.
 - Size**: A4 (8.27" x 11.69"). A link to 'Page Setup' is available.

The main workspace shows a Gantt chart view. The chart displays a project timeline from Monday, 1/3/2000 to Monday, 5/15/2000. The tasks are represented by bars along the timeline:

- Start**: Monday, 1/3/2000.
- Analysis/Software**: Thursday, 1/6/2000 to Wednesday, 1/12/2000.
- Design**: Wednesday, 1/12/2000 to Thursday, 1/19/2000.
- Unit Testing**: Thursday, 1/19/2000 to Thursday, 1/26/2000.
- Finish**: Monday, 5/15/2000.

The status bar at the bottom indicates '1 of 1'.

Customizing and Printing Reports

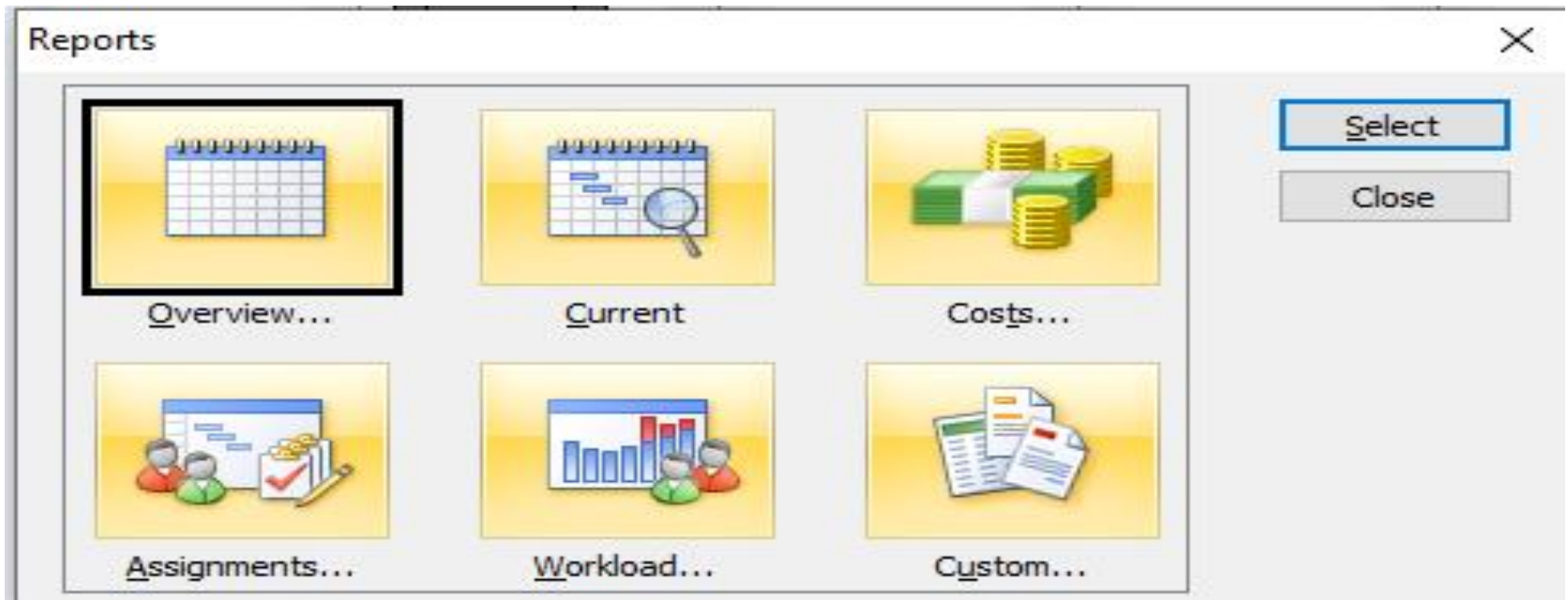
Reports are intended for printing Project data. Unlike views, which you can either print or work with on the screen, reports are designed only for printing or for viewing in the Print Preview window. You do not enter data directly into a report.

Project includes several predefined task, resource, and assignment reports that you can edit to obtain the information you want.

Customizing and Printing Reports

In this exercise, you view reports in the Print Preview window and then edit their formats to include additional information.

1. On the **Project tab, in the **Reports** group, click **Reports**.**



Customizing and Printing Reports

2. Click **Overview, and then click **Select**.**

The Overview Reports dialog box appears, listing the five predefined reports in Project that provide project-wide overview information.

3. In the **Overview Reports dialog box, click **Project Summary**, and then click **Select**.**

Project displays the print preview of the report in Backstage view

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصيغ - جدول يدوية

Overview Reports

Select
Edit...
Close

Project Summary
Top-Level Tasks
Critical Tasks
Milestones
Working Days

Task ID	Task Name	Duration	Start Date	Finish Date	Resource
6	Editorial staff meeting	1 hr	Mon 3/21/22	Mon 3/21/22	manager
7	Editorial staff meeting	1 hr	Mon 3/28/22	Mon 3/28/22	manager
8	Editorial staff meeting	1 hr	Mon 4/4/22	Mon 4/4/22	manager
9	Editorial staff meeting	1 hr	Mon 4/11/22	Mon 4/11/22	manager

Predecessors: 1FS+2 days

Resource: omar[50%], brush[50%]

Timeline: Mar 13, '22, Mar 20, '22, Mar 27, '22, Apr 3, '22

Tasks: omar[50%], ali, brush[50%], brush[50%], or

Manager: manager

Busyness: Busy

New Tasks: Manually Scheduled

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدولة بدوية

File Task Resource Project View Format

Save
Save As
Open
Close

مشروع الصبغ - جدولة...
Software developm...
formatting.mpp
ghgh.mpp
Project2.mpp
مشروع الصبغ - جدولة...
simple tasks.mpp
Software developm...

Info
Recent
New

Print

Save & Send
Help
Options
Exit

Print

Copies: 1

Printer

Canon LBP6030/6040/6018L
Offline

[Printer Properties](#)

Settings

Print Entire Project
Print the project from start to finish

Dates: 6/10/2021 to 4/11/2022

Pages: 1 to 1

Portrait Orientation

Letter
8.5" x 11"

[Page Setup](#)

مشروع الصبغ - جدولة بدوية
as of Tue 4/5/22

Dates			
Start:	Wed 3/16/22	Finish:	Mon 4/11/22
Baseline Start:	NA	Baseline Finish:	NA
Actual Start:	NA	Actual Finish:	NA
Start Variance:	0 days	Finish Variance:	0 days

Duration			
Scheduled:	18.13 days	Remaining:	18.13 days
Baseline:	0 days	Actual:	0 days
Variance:	18.13 days	Percent Complete:	0%

Work			
Scheduled:	164 hrs	Remaining:	164 hrs
Baseline:	0 hrs	Actual:	0 hrs
Variance:	164 hrs	Percent Complete:	0%

Costs			
Scheduled:	\$3,600.00	Remaining:	\$3,600.00
Baseline:	\$0.00	Actual:	\$0.00
Variance:	\$3,600.00		

Task Status		Resource Status	
Tasks not yet started:	9	Work Resources:	5
Tasks in progress:	0	Overallocated Work Resources:	0
Tasks completed:	0	Material Resources:	0
Total Tasks:	9	Total Resources:	5

57°F 11:58 AM 4/5/2022

Customizing and Printing Reports

This report is a handy summary of the project plan's tasks, resources, costs, and current status. You could use this report, for example, as a recurring status report that you share with the clients or other *stakeholders* of the project.

5. On the **Project** tab, in the **Reports** group, click **Reports**.

6. Click **Assignments**, and then click **Select**.

The Assignment Reports dialog box appears, listing four predefined reports in Project that provide resource assignment information.

7. In the **Assignment Reports** dialog box, click **Who Does What When**, and then click **Select**.

Project displays the multiple pages of the Who Does What When report in the Print Preview window.

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدول يلدوية

File Task Resource Project View Format

Reports

Overview... Current Costs... Assignments... Workload... Custom...

Assignment Reports

Who Does What Who Does What When To-do List Overallocated Resources

Predecessors Resource Name

Predecessors	Resource Name	Start	Finish	Duration
	omar[50%]	Mar 13, '22	Mar 20, '22	7 days
	brush[50%]	Mar 27, '22	Apr 3, '22	7 days

manager

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدولة يدوية

File Task Resource Project View Format

Save Save As Open Close

مشروع الصبغ - جدولة... Software developm... formatting.mpp ghgh.mpp Project2.mpp مشروع الصبغ - جدولة... simple tasks.mpp Software developm...

Info Recent New

Print

Save & Send Help Options Exit

Print

Copies: 1

Printer

Canon LBP6030/6040/6018L Offline

[Printer Properties](#)

Settings

Print Entire Project
Print the project from start to finish

Dates: 6/10/2021 to 4/11/2022

Pages: 1 to 1

Landscape Orientation

Letter 8.5" x 11"

[Page Setup](#)

Who Does What as of Tue 4/5/22
مشروع الصبغ - جدولة يدوية

ID	Indicators	Resource Name	Work
1		ali	56 hrs
ID	Task Name	Units	Work
1	Paint interior (5 days) ملاب او دهن داخلي	100%	56 hrs
2		omar	52 hrs
ID	Task Name	Units	Work
1	Paint interior (5 days) ملاب او دهن داخلي	50%	28 hrs
3	paint exterior (4 days) ملاب خارجي	50%	24 hrs
3		brush	52 hrs
ID	Task Name	Units	Work
3	paint exterior (4 days) ملاب خارجي	50%	24 hrs
1	Paint interior (5 days) ملاب او دهن داخلي	50%	28 hrs
5		manager	4 hrs
ID	Task Name	Units	Work
6	Editorial staff meeting 1	100%	1 hr
7	Editorial staff meeting 2	100%	1 hr
8	Editorial staff meeting 3	100%	1 hr
9	Editorial staff meeting 4	100%	1 hr

1 of 1

Customizing and Printing Reports

To conclude this exercise, you will reformat the project name as it appears in the report title.

8. Click **Page Setup** at the bottom of the controls in the print preview.

The Page Setup dialog box appears. This time, it shows the options that you can adjust when working with this report.

9. Click the **Header tab**

In the upper portion of the tab, you see the preview of the report's header. Below that, you can see the codes that make up the header text. These codes include the project title and manager name, which are two properties of the project plan.

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - جدول الصيغ - جدول بدوية

File Task Resource Project View Format

Save
Save As
Open
Close
مشروع الصيغ - جدول...
Software developm...
formatting.mpp
ghgh.mpp
Project2.mpp
مشروع الصيغ - جدول...
simple tasks.mpp
Software developm...
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Print
Copies: 1

Printer
Canon LBP6030/6040/6018L
Offline
[Printer Properties](#)

Settings
Print Entire Project
Print the project from start to finish
Dates: 6/10/2021 to 4/11/2022
Pages: 1 to 1
Landscape Orientation
Letter
8.5" x 11"
[Page Setup](#)

Who Does What as of Tue 4/5/22
مشروع الصيغ - جدول بدوية

ID	Indicators	Resource Name	Work
1		all	56 hrs
1	Task Name	Units	Work
1	Paint interior (5 days) (الداخلية) (5-ال)	100%	56 hrs
2		omar	52 hrs
1	Task Name	Units	Work
1	Paint interior (5 days) (الداخلية) (5-ال)	50%	28 hrs
3	Paint exterior (8 days) (الخارجية) (8-ال)	50%	28 hrs

Page Setup - Who Does What

Page Margins Header Footer Legend View

Preview:

Who Does What as of Tue 4/5/22
مشروع الصيغ - جدول بدوية

Left Center Right

&[Report] as of &[Date]
&[Project Title]
&[Manager]

General: Page Number Add
Project fields: % Complete Add

Print Preview... Options... Print... OK Cancel

1 of 1

Customizing and Printing Reports

10. In the **Center** tab, select the text **&[Project Title]** and then click **Format Text Font**.

The Font dialog box appears.

11. Under **Font Style**, click **Bold**, and under **Size**, click **14**. Click **OK**.

The customized report header appears in the Page Setup dialog box.

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصيغ - جدول يدوية

File Task Resource Project View **Format** Gantt Chart Tools

Save Save As Open Close

مشروع الصيغ - جدول... Software developm... formatting.mpp ghgh.mpp Project2.mpp مشروع الصيغ - جدول... simple tasks.mpp Software developm...

Info Recent New Print

Save & Send Help Options Exit

Print

Copies: 1

Printer

Canon LBP6030/6040/6018L Offline [Printer Properties](#)

Settings

Print Entire Project Print the project from start to finish

Dates: 6/10/2021 to 4/11/2022

Pages: 1 to 1

Landscape Orientation

Letter 8.5" x 11" [Page Setup](#)

Who Does What as of Tue 4/5/22
مشروع الصيغ - جدول يدوية

ID	Indicators	Resource Name	Work
1		all	56 hrs
1	Task Name	Units	Work
1	Paint interior (5 days) حادي 5-10	100%	5.0 hrs
2		omar	52 hrs
1	Task Name	Units	Work
1	Paint interior (5 days) حادي 5-10	5.0%	26 hrs
3	paint exterior (8 days) حادي 10-18	5.0%	24 hrs

Page Setup - Who Does What

Page Margins Header Footer Legend View

Preview:

Who Does What as of Tue 4/5/22
مشروع الصيغ - جدول يدوية

Left Center Right

&[Report] as of &[Date]
&[Project Title]
&[Manager]

General: Page Number Add

Project fields: % Complete Add

Print Preview... Options... Print... OK Cancel

1 of 1

Customizing and Printing Reports

Microsoft Project (Product Activation Failed) - مشروع الصبغ - جدولة يدوية

File Task Resource Project View Format

Save Save As Open Close

مشروع الصبغ - جدولة...
Software developm...
formatting.mpp
ghgh.mpp
Project2.mpp
مشروع الصبغ - جدولة...
simple tasks.mpp
Software developm...

Info Recent New

Print

Save & Send Help Options Exit

Print

Copies: 1

Printer

Canon LBP6030/6040/6018L
Offline

[Printer Properties](#)

Settings

Print Entire Project
Print the project from start to finish

Dates: 6/10/2021 to 4/11/2022

Pages: 1 to 1

Landscape Orientation

Letter
8.5" x 11"

[Page Setup](#)

Who Does What as of Tue 4/5/22
مشروع الصبغ - جدولة يدوية

ID	Indicators	Resource Name	Work
1		all	56 hrs
ID	Task Name	Units	Work
1	Paint interior (5 days) (الدهان الداخلي)	100%	56 hrs
2		omar	52 hrs
ID	Task Name	Units	Work
1	Paint interior (5 days) (الدهان الداخلي)	50%	28 hrs
3	paint exterior (8 days) (الدهان الخارجي)	50%	28 hrs
3		brush	52 hrs
ID	Task Name	Units	Work
3	paint exterior (8 days) (الدهان الخارجي)	50%	28 hrs
1	Paint interior (5 days) (الدهان الداخلي)	50%	28 hrs
5		manager	4 hrs
ID	Task Name	Units	Work
6	Editorial staff meeting 1	100%	1 hr
7	Editorial staff meeting 2	100%	1 hr
8	Editorial staff meeting 3	100%	1 hr
9	Editorial staff meeting 4	100%	1 hr

Page 1

1 of 1

Thank you