

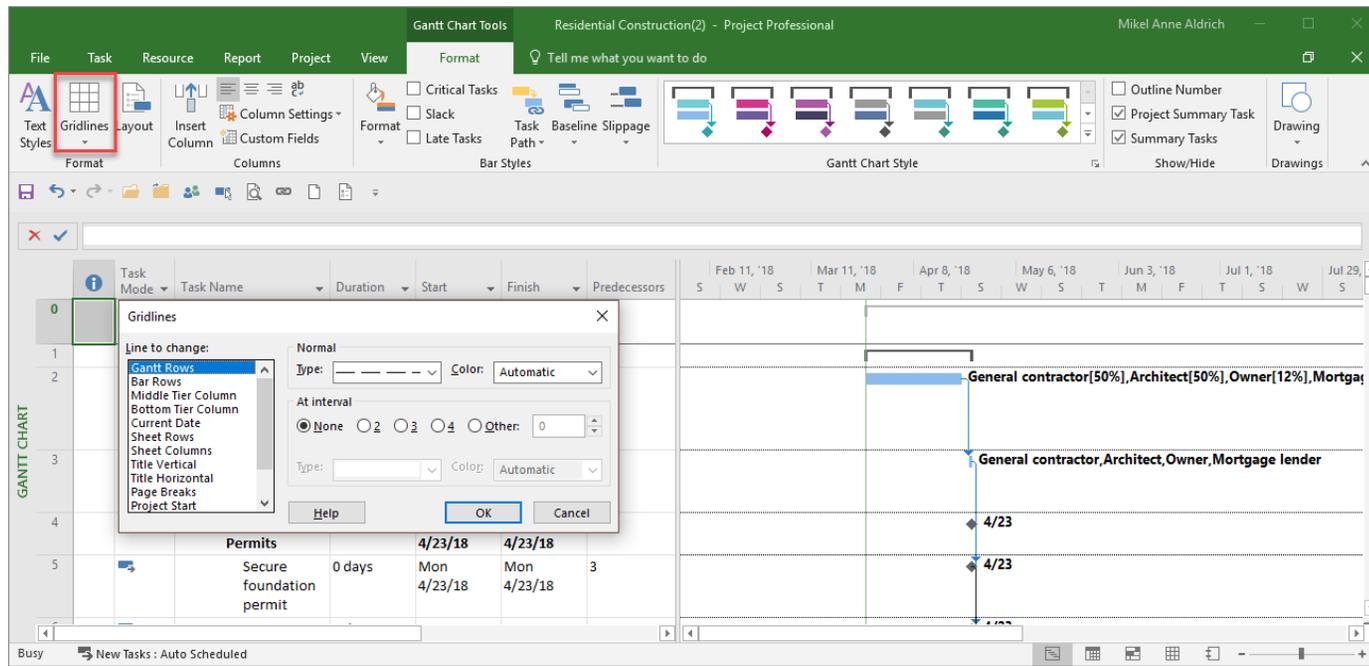
MS Project Formatting Tips

This document contains additional MS Project formatting tips that are not included in your Logical Operations textbooks.

Adding Gridlines

Adding gridlines between your Gantt bars in your Gantt Chart view makes it easier to see which bars belong to which tasks in the WBS.

1. Navigate to the **Gantt Chart Tools Format** tab.
2. Click **Gridlines**.
3. Select **Gantt Rows** under **Line to change**.
4. Select **Type**, **Color**, and **interval**.
5. Click **OK**.



Editing Changed Cells

You've probably noticed that shading is added to any changed **Start** and **Finish** cells when you make a change to the project schedule. But, sometimes, it's difficult to see the displayed changed cell shading. Here's how you can make it more noticeable:

1. Navigate to the **Gantt Chart Tools Format** tab.
2. Click **Text Styles**.
3. Select **Changed Cells** in **Items to Change**.
4. Select **Background Color** and/or **Background Pattern**.
5. Click **OK**.

The screenshot shows the Microsoft Project Professional interface. The **Gantt Chart Tools Format** tab is active, and the **Text Styles** dialog box is open. The dialog box is configured to apply changes to **Changed Cells**. The font is set to **Calibri**, the font style to **Regular**, and the size to **11**. The background color is set to a light blue color. The background pattern is set to a solid black pattern. The dialog box also includes options for **Underline** and **Strikethrough**, and a **Sample** area showing the text **AaBbYyZz** with the applied formatting.

| Task Mode | Task Name | Duration | Start | Finish |
|-----------|---|----------|-------------|--------------|
| 0 | Residential Construction | 157 days | Mon 3/26/18 | Tue 10/30/18 |
| 1 | General Condition | 26 days | Mon 3/26/18 | Mon 4/30/18 |
| 2 | Finalize plans and develop estimate with owner, | 25 days | Mon 3/26/18 | Fri 4/27/18 |
| 3 | Sign contract and notice to proceed | 1 day | Mon 4/30/18 | Mon 4/30/18 |
| 4 | Apply for Permits | 0 days | Mon 4/30/18 | Mon 4/30/18 |
| 5 | Secure foundation permit | 0 days | Mon 4/30/18 | Mon 4/30/18 |

Using Gantt Chart Styles

Gantt Charts Styles are the easiest and quickest way to change the look of Gantt bars.

1. Navigate to the **Gantt Chart Tools Format** tab.
2. Select the desired **Gantt Chart Style**.

Note: Gantt Chart Styles fall into two categories: Scheduling Styles and Presentation Styles. Scheduling Styles visually display different colors for automatically scheduled tasks vs. manually scheduled tasks.

The screenshot displays the Microsoft Project interface. The ribbon is set to 'Gantt Chart Tools' > 'Format'. The 'Gantt Chart Style' section is highlighted with a red box, showing a gallery of task bar styles with different colors and arrowheads. Below the ribbon, the Gantt chart is visible, showing a task list on the left and a timeline on the right. The task list includes:

| Task ID | Task Name | Duration | Start | Finish | Predecessors |
|---------|---|----------|-------------|-------------|--------------|
| 14 | Install underground utilities | 1 day | Thu 4/26/18 | Thu 4/26/18 | 13 |
| 15 | Foundation | 42 days | Fri 4/27/18 | Mon 6/25/18 | |
| 16 | Excavate for foundations | 3 days | Fri 4/27/18 | Tue 5/1/18 | 14 |
| 17 | Form basement | 13 days | Wed 5/2/18 | Fri 5/18/18 | 16 |
| 18 | Place concrete for foundations & basement | 12 days | Mon 5/21/18 | Tue 6/5/18 | 17 |
| 19 | Cure basement walls for 7 days | 7 days | Wed 6/6/18 | Thu 6/14/18 | 18 |
| 20 | Auto Scheduled | 2 days | Fri 6/15/18 | Mon 6/18/18 | 19 |

The Gantt chart shows the following dependencies and contractor assignments:

- Task 14 (Install underground utilities) is assigned to 'Electric contractor, Plumbing contractor'.
- Task 15 (Foundation) is assigned to 'Site excavation contractor'.
- Task 16 (Excavate for foundations) is assigned to 'Site excavation contractor'.
- Task 17 (Form basement) is assigned to 'Concrete contractor'.
- Task 18 (Place concrete for foundations & basement) is assigned to 'Concrete contractor'.
- Task 19 (Cure basement walls for 7 days) is assigned to 'Concrete contractor'.
- Task 20 (Auto Scheduled) is assigned to 'Concrete contractor'.

Formatting with Task Path

You can display a task path to highlight how tasks link to each other.

1. Select a task.
2. Navigate to the **Gantt Chart Tools Format** tab.
3. Click **Task Path**.
4. Select the desired highlight option.

The screenshot shows the Microsoft Project interface with the Gantt Chart Tools Format tab active. The Task Path menu is open, showing options for highlighting task dependencies. The Gantt chart displays a task path for the task 'Place concrete for foundations & basement walls' (Task ID 18). The path is highlighted in yellow, indicating the 'Predecessors' option is selected. The task path starts with 'Site excavation contractor' (Task ID 16) and continues through 'Concrete contractor' (Task ID 17) and 'Concrete contractor' (Task ID 19).

| Task ID | Task Name | Duration | Start | Finish | Resources |
|---------|---|----------|---------|---------|-----------|
| 15 | Foundation | 42 days | 4/27/18 | 6/25/18 | |
| 16 | Excavate for foundations | 3 days | 4/27/18 | 5/1/18 | 14 |
| 17 | Form basement walls | 13 days | 5/2/18 | 5/18/18 | 16 |
| 18 | Place concrete for foundations & basement walls | 12 days | 5/21/18 | 6/5/18 | 17 |
| 19 | Cure basement walls for 7 days | 7 days | 6/6/18 | 6/14/18 | 18 |
| 20 | Strip basement wall forms | 2 days | 6/15/18 | 6/18/18 | 19 |
| 21 | Waterproof/ins | 2 days | 6/19/18 | 6/20/18 | 20 |

Changing the Date Display Format

The default date format for the **Start** and **Finish** columns can be formatted.

5. Navigate to the **File** tab.
6. Select **Options**.
7. Under **General**, select the desired **Date format**.
8. Click **OK**.

The screenshot shows the Microsoft Project Professional interface. The ribbon is set to the **Format** tab under **Gantt Chart Tools**. The **Project Options** dialog box is open, with the **General** tab selected. In the **Project view** section, the **Date format** dropdown is set to **1/28/09**. The background shows a Gantt chart with the following task data:

| Task ID | Task Name | Duration | Start | Finish | Predecessors |
|---------|---|----------|---------|----------|--------------|
| 0 | Residential Construction | 152 days | 3/26/18 | 10/23/18 | |
| 1 | General Condition | 21 days | 3/26/18 | 4/23/18 | |
| 2 | Finalize plans and develop estimate with owner, | 20 days | 3/26/18 | 4/20/18 | |
| 3 | Sign contract and notice to proceed | 1 day | 4/23/18 | 4/23/18 | 2 |
| 4 | Annlv for | 0 days | 4/23/18 | 4/23/18 | |

Displaying the Entry Bar

If you're used to using the Formula Bar in Excel when you're entering and editing cell data, you're going to love the Entry Bar.

1. Navigate to the **File** tab.
2. Select **Options**.
3. Under **Display**, check **Entry Bar**.
4. Click **OK**.

The screenshot displays the Microsoft Project Professional interface. The 'Project Options' dialog box is open, with the 'Display' tab selected. The 'Entry bar' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to the Entry Bar in the Gantt Chart area. The Gantt Chart area shows a task list with columns for Task Name, Duration, Start, Finish, and Predecessors. The task list includes 'Residential Construction' (152 days), 'General Condition' (21 days), 'Finalize plans and develop estimate with owner,' (20 days), 'Sign contract and notice to proceed' (1 day), and 'Annlv for' (0 days).

| Task Name | Duration | Start | Finish | Predecessors |
|---|----------|---------|----------|--------------|
| Residential Construction | 152 days | 3/26/18 | 10/23/18 | |
| General Condition | 21 days | 3/26/18 | 4/23/18 | |
| Finalize plans and develop estimate with owner, | 20 days | 3/26/18 | 4/20/18 | |
| Sign contract and notice to proceed | 1 day | 4/23/18 | 4/23/18 | 2 |
| Annlv for | 0 days | 4/23/18 | 4/23/18 | |