Lesson 8 Knowledge Assessment

Matching

Match the term in column 1 to its description in column 2.

Column 1	Column 2
1. field D	**a.** a spreadsheet-like presentation of project data, organized in vertical columns and horizontal rows
2. custom field H	**b.** the default view in Microsoft Project
3. table A	**c.** the right side of the Gantt Chart view
4. Format F	**d.** the intersection of a row and a column in a table
J **5.** Bar Styles	**e.** a view that presents information in rows and columns
6. view I	**f.** a ribbon that allows you to add or change the appearance of a view
7. Gantt chart B	**g.** another name for field
8. cell G	**h.** a feature that allows the user to create columns for specific uses
9. bar chart C	**i.** a window through which you can see the various elements of a project schedule
10. sheet E	**j.** the dialog box that can be used to format the graphical components of the Gantt Chart view

True/False

Circle T if the statement is true or F if the statement is false.

T	F	**1.** When you make a change to a milestone using the Bar Styles dialog box, the change applies to all milestones in the Gantt chart.
T	F	**2.** The Custom Fields dialog box allows the user to change the name of a custom field.
T	**F**	**3.** In Microsoft Project, you can edit predefined tables but you cannot create new custom tables to suit your needs.
T	**F**	**4.** The Gantt Chart view can include only the task data without the bar chart.
T	F	**5.** When you make formatting changes to your project schedule, the data does not change, just the way it appears.
T	F	**6.** When you add, remove, or rearrange columns or change column widths, you are changing the table's definition.
T	F	**7.** You can make almost any custom field part of a calculation for another custom field.

T F		**8.** If you format data using the Font dialog box, the changes apply to only the data you have specifically selected.
T **F**		**9.** The Gantt Chart Styles has more formatting choices than the Bar Styles dialog box.
T F		**10.** Changing the appearance of data in a view can make it easier to read and understand project data.

Competency Assessment

Project 8-1: Modifying the Tailspin Remote Drone Gantt Chart

You are reviewing your project schedule with your team. Several team members make the suggestion that it would be nice to have the summary tasks stand out a little bit more on the project schedule. You decide to format the summary tasks in purple with the task name listed on the right of the bar.

The *Tailspin Remote Drone 8-1* project schedule is available on the book companion website.

GET READY. LAUNCH Microsoft Project if it is not already running. **OPEN** *Tailspin Remote Drone 8-1* from the data files for this lesson.

1. Click the **Format** tab and then click the **Format** button in the Bar Styles group. Select **Bar Styles** from the drop-down list.
2. In the Name column, select **Summary**.
3. In the bottom half of the dialog box, make sure the **Bars** tab is selected. Under the Start, Middle, and End labels, select **Purple** from the drop-down list in the Color boxes.
4. Click the **Text** tab.
5. Click the **Right** box. Click the **down arrow** and select **Name** from the drop-down list.
6. Click **OK**.
7. Select the name of task 28, **Design**.
8. Click the **Task** tab and then click the **Scroll to Task** button.
9. **SAVE** the project schedule as *Remote Drone Purple Summary* and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 8-2: Displaying the Interview Schedule Table

You have created a project schedule for interviewing and hiring a new employee. Now you would like to create a table to display the information found on an internal interview schedule.

The *HR Interview and Hire Schedule 8‑2* project schedule is available on the book companion website.

GET READY. OPEN *HR Interview and Hire Schedule 8‑2* from the data files for this lesson.

1. Click the **View** tab. In the Task Views group, click the **down arrow** under the Gantt Chart button and then click **More Views**.
2. Select **Task Sheet** from the More Views box and then click **Apply**.
3. On the ribbon, in the Data group, click **Tables** and then click **More Tables**.
4. Confirm that the **Task** button is selected as the Tables option. Select **Entry** and then click the **Copy** button.
5. In the Name box, key **Interview Schedule Table**. Select the **Show in menu** check box.
6. In the Field Name column, select each of the following names and then click **Delete Row** after selecting each field name:
   o **Indicators**
   o **Task Mode**
   o **Finish**
   o **Predecessors**
   o **Resource Names**
7. In the Date format box, select **1/28/09 12:33 pm**.
8. Click **OK**.
9. Make sure that **Interview Schedule Table** is selected in the More Tables dialog box and then click **Apply**.
10. **SAVE** the project schedule as *HR Interview Schedule Table* and then **CLOSE** the file.

    LEAVE Project open to use in the next exercise.

Proficiency Assessment

Project 8-3: Formatting the Office Remodel Contractor Tasks

You have developed a project schedule for a kitchen/lunchroom remodel at your business. You are preparing to distribute the schedule to some of the contractors who will work on the project. You would like to call attention to the summary tasks and the specific tasks that these contractors will be undertaking.

The *Office Remodel 8‑3* project schedule is available on the book companion website.

Project 8-4: Creating a Custom View for the Interviewing Schedule

You have created an interviewing schedule for hiring a new employee at your company. You want to create a custom view for this project schedule that looks at only the summary tasks in the Interview Schedule format (which you created in Project 8-2).

The *HR Interview Schedule 8-4* project schedule is available on the book companion website.

GET READY. OPEN *HR Interview Schedule 8-4* from the data files for this lesson.

1. From the More Views dialog box, click **New** to create a new view.
2. Select **Single View**.
3. Name the new view **Summary Interview Schedule View**.
4. Select **Task Sheet** from the Screen box.
5. Select **Interview Schedule Table** from the Table box.
6. Select **No Group** from the Group box.
7. Select **Summary Tasks** from the Filter box.
8. Select the **Show in menu** check box.
9. Apply the new view.
10. **SAVE** the project schedule as *HR Summary Interview Schedule* and then **CLOSE** the file.

    LEAVE Project open to use in the next exercise.

Mastery Assessment

Project 8-5: Formatting the Tailspin Remote Drone Critical Path

You need to make some additional formatting changes to the Tailspin Remote Drone so that the critical path is more visible for a presentation. You decide to make these changes using the Gantt Chart Tool.

The *Tailspin Remote Drone 8-5* project schedule is available on the book companion website.

GET READY. OPEN *Tailspin Remote Drone 8-5* from the data files for this lesson.

1. Make a copy of the Gantt Chart view.
2. Name the new view **Custom Gantt 8-5**.
3. Apply the custom view you have just created.
4. Activate the Gantt Chart Tools - Format ribbon.
5. Select a **dark blue Gantt bar style** for your presentation.
6. Select **Critical Path** as the type of information you want to display.
7. **SAVE** the project schedule as *Remote Drone Critical Path* and then **CLOSE** the file.

   LEAVE Project open to use in the next exercise.

Project 8-6: Adding a Custom Field to the Home Office Project Schedule

You need to add some information about new phone company billing to your Home Office project schedule. You need to use a custom field in order to capture information about the suppliers on the project.

The *Home Office Setup 8-6* project schedule is available on the book companion website.

GET READY. OPEN *Home Office Setup 8-6* from the data files for this lesson.

1. Open the Custom Fields dialog box.
2. Create a custom text field named **Supplier**.
3. Insert the new field between the Task Name column and the Duration column.
4. Key **Local Office Supply Store** as the supplier for the purchases of all computers, business machines (except phone), office furniture, and supplies.
5. Key **Phone Company** as the supplier for the purchase/ordering of the phone, phone line, and installation of the phone and the line.
6. **SAVE** the project schedule as *Home Office Custom Field Info* and then **CLOSE** the file.

   CLOSE Project.