

# Formatting and editing options in different menus

[Technology](#)



Formatting/Editing Options; Menu Options are similar in all 3 Applications; Can insert objects; Create hyperlinks; Can create visual reports; Can insert notes. 2. What is the function of the Global. Met file? The Global. Met file is the default template for Project 2007. It contains default objects - like views, tables and filters that is used for reporting purposes & the default Menu Bar and Toolbars. The Global. Met menu bar & toolbars can be customized. The Global. Met is always open when Project 2007 is running. 3.

In which situations would you recommend the use of project templates? Project templates can be used to store layouts, settings and information that you want to use for multiple projects. Each time you start a new project you start with a copy of the template, which you can adjust as needed for the specific project. Project templates are best recommended to be used in the bare beginnings of a project - as a starting point, e. G. When brainstorming; Sometimes Project Templates are also used when historically a similar project had been undertaken. 4.

Which view would you use for: Entering tasks? Gaunt Chart Entering resources? Resource Sheet Entering assignments? Checking the network logic? E or Diagram Viewing workloads? Resource Graph To-do lists? View Calendar 5. Why would you use a split view (combination view) in Project 2007? A combination view only shows information pertaining to the tasks (or resources) selected in the top view. This interaction between top and bottom view can be very useful for data entry with a sheet view in the top and a form view in the bottom.

Form views allow one to enter detail information. The Task Entry View (View, More Views, Task Entry) is a combination view with the Gaunt Chart in the top and the Task Form in the bottom. The Task Entry view allows to enter detailed information on tasks. One can enter source assignments and predecessors. The Task one selects in the top Gaunt Chart view is shown in detail in the bottom Task Form View. The top and bottom views interact; whatever one selects in the top is shown in more detail in the bottom.

This makes combination views well suited for analysis of schedules. 6. What steps do you recommend as a process for creating a new project schedule?

There are six types of data that Project 2007 needs to create a schedule: 1) Tasks: What needs to be done? 2) Estimates: How long will the task take? 3) Dependencies: In what sequence do the tasks have to be done, and how will the tasks affect each other? 4) Constraints: What limitations are imposed on the schedule? 5) Resources: Who will do the work? 6) Assignments: Who does what? 7.

How do the settings Tools, Options, Calendar, Hours per day and the working hours in Tools, Change Working Time, Standard (Project Calendar) relate to each other? ; Changing options on the Calendar tab does not affect the project calendar (project calendar: The base calendar used by a project. ) or resource working times calendars (resource calendar: A calendar that specifies working and nonworking time for an individual resource. A resource calendar differs from a base calendar, which specifies working and nonworking time for more than one resource. . It only affects how Office Project 2007 converts the durations into related time amounts used throughout your project. For example, if the Hours per day box is set to the <https://assignbuster.com/formatting-and-editing-options-in-different-menus/>

default of 8 hours per day, 40 hours per week, and 160 hours per month. If you set Hours per day to 5, and then enter a 2-day duration for a task, the task has a duration of 10 hours. The time amounts you set here also apply to the translation of duration to work amounts.

The translation of time amounts operates the same way with the Hours per week and Days per month boxes. To control the way the work is actually scheduled, we need to change the appropriate working times calendars. Also, if you change the number of hours per day, hours per week, or days per month, you might want to update the project calendar to match so that times and durations are properly synchronized. On the Tools menu, click Change Working Time. 8. How can you change the default calendar, I. E. , how can you edit the Standard Project Calendar in the Global. Met file? Tools ( Change Working Time