

5 Tips and Tricks for using MS Project Effectively

- 1** Calendar – When you choose a different calendar in project calendar, other views continue to display the standard calendar and would need to be changed explicitly. For e.g., the calendar on the Timescale of Gantt chart view can be changed by right clicking on the right side (timescale part) of Gantt Chart-> nonworking time and changing the Calendar.
- 2** Quickly moving between views – When you right click on the grey vertical line on the left side (where you see the view name), you can activate the View Bar to quickly switch between different views.
- 3** To change the relationship between two activities or to add lag or lead values, double click on the line denoting the link between the two activities.
- 4** Moving deadlines with Project Start Date change – If you shift the project start date, the deadlines and constraint dates do not move. In Project 2010, use Move Project option and check the Move Deadlines option to move the deadline and constraint dates when the project start date moves.
- 5** %Complete in Tracking Gantt view is based on Duration. For Effort based values, use %Work Complete.