
Self-Check Exercise

1. Open the project A:\Manual-Rev7.
2. Display the Calendar view.
3. Display the Resource Graph view and scroll through the adjacent resources.
4. Display the Resource Usage and the Task Usage views.
5. Display the Task Form and the Resource Form views.
6. Display the Task Entry view.
7. Switch between panes.
8. Switch to a single-pane view.
9. Use the horizontal split bar to split the window in half.
10. Use the Window menu to remove the split.
11. Apply the Cost table and examine each task's total cost.
12. Apply the Entry table and adjust column widths where necessary.
13. Hide the Predecessor column.
14. Sort the view by Duration in Descending order.
15. Make sure the Resource Management toolbar is displayed.
16. Using the Resource Allocation view, go to the first overallocated resource. Examine the cause of the overallocation.
17. To resolve some of the Writer resource's overallocation, change the Max units available to 200 percent in the Resource Information dialog box.
18. To resolve more of the Writer resource's overallocation, use the Task Entry view to enter a delay. Enter a one-week delay for this resource on the task Capture Screen Shots.
19. Use resource leveling to resolve the remaining overallocations for the entire pool of resources.