

Name: M Monroe		Initials: M		Max units: 100%		Previous		Next	
Costs		Std rate: \$25.00/h		Per use: \$0.00		Base cal: Standard			
Ovt rate: \$37.50/h		Accrue at: Prorated		Group: Editor		Code:			
Project	ID	Task Name	Work	Leveling Delay	Delay	Start	Finish		
Manual-Re	19	Edit Chapter 6	16h	0d	0d	Tue 8/25/98	Wed 8/26/98		
Manual-Re	18	Edit Chapter 5	16h	0d	0d	Wed 8/19/98	Thu 8/20/98		
Manual-Re	17	Edit Chapter 4	16h	0d	0d	Wed 8/12/98	Thu 8/13/98		
Manual-Re	16	Edit Chapter 3	16h	0d	0d	Fri 8/7/98	Mon 8/10/98		
Manual-Re	15	Edit Chapter 2	16h	0d	0d	Wed 7/29/98	Thu 7/30/98		
Manual-Re	14	Edit Chapter 1	16h	0d	0d	Thu 7/23/98	Fri 7/24/98		
Manual-Re	13	Edit Introduction	16h	0d	0d	Thu 7/9/98	Fri 7/10/98		

Figure 4-7: The Resource Form View

### Method

To use a view

1. On the View bar, click a View icon.

To use a view that is not on the View bar

1. On the View bar, click the More Views icon.
2. In the More Views dialog box, from the Views list, select a view.
3. Choose Apply.

### Exercise

In the following exercise, you will use views.

1. Open A:\Brochure
2. On the View bar, click the PERT Chart icon *The project appears in a PERT Chart view.*
3. Examine the view and discuss it with your instructor
4. On the View bar, click the Calendar icon *The project appears in a Calendar view.*
5. Examine the view and discuss it with your instructor
6. Close the project