Costs   Ster rate:   \$25.00/h   Per use:   \$50.00   Base cal:   Standard     Ovt rate:   \$37.50/h   Accrue at:   Prorated   -   Code:   Editor     Project   ID   Task Name   Work   Leveling Delay   Delay   Start   Finish     Manual-Re   19   Edit Chapter 6   16h   Od   Od   Tue 8/25/98   Wed 8/25/     Manual-Re   18   Edit Chapter 5   16h   Od   Od   Wed 8/19/98   Thu 8/20/     Manual-Re   17   Edit Chapter 4   16h   Od   Od   Wed 8/12/98   Thu 8/13/     Manual-Re   15   Edit Chapter 3   16h   Od   Od   Fri 8/7/98   Mon 8/10/     Manual-Re   15   Edit Chapter 2   16h   Od   Od   Wed 7/29/98   Thu 7/30/     Manual-Re   15   Edit Chapter 1   16h   Od   Od   Thu 7/23/98   Fri 7/24/	Costs   Standard     Starts:   \$25.00/h   Peruse:   \$0.00     Ovtrate:   \$37.50/h   Accrue at:   Prorated   Code:     Project   ID   Task Name   Work   Leveling Delay   Delay   Start     Manual-Re   19   Edit Chapter 6   16h   Od   Od   Tue 8/25/98   Wed 8/26/98     Manual-Re   18   Edit Chapter 5   16h   Od   Od   Wed 8/19/98   Thu 8/20/98     Manual-Re   17   Edit Chapter 4   16h   Od   Od   Wed 8/12/98   Thu 8/13/98     Manual-Re   16   Edit Chapter 3   16h   Od   Od   Fri 8/7/98   Mon 8/10/96     Manual-Re   15   Edit Chapter 1   16h   Od   Od   Wed 7/29/98   Thu 7/30/96     Manual-Re   13   Edit Introduction   16h   Od   Od   Thu 7/23/98   Fri 7/10/96	Name: Monroe				initia <u>i</u> s: M	Max unit <u>s</u> :	<u>s: 100%</u>	100% ÷ Previous	
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## 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 The project appears in a PERT Chart icon Chart view.
- 3. Examine the view and discuss it with your instructor
- 4. On the View bar, click the The Calendar icon view

The project appears in a Calendar view.

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- 5. Examine the view and discuss it with your instructor
- 6. Close the project