

Another consideration is the view in which you perform leveling. If you do the leveling from a task view such as a Gantt Chart, Microsoft Project will level the entire project. If you do the leveling from a resource view such as the Resource Sheet, then Microsoft Project will give you the option to level just the selected resource. In this case, it is best to level with the Gantt Chart in the top pane and a resource view such as the Resource Sheet in the bottom pane.

Method

To resolve resource overallocations by using resource leveling

1. In the top pane of a combination view, display a task view.
2. In the bottom pane of a combination view, display a resource view.
3. In the top pane, select a task for which a resource that you want to level is assigned.
4. In the bottom pane, select the resource you want to level.
5. From the Tools menu, choose Resource Leveling.
6. In the Resource Leveling dialog box, choose Level Now.
7. In the Level Now dialog box, select the Selected resources option button.
8. Choose OK.
9. Repeat steps 3 to 8 for all resources you want to level.

Note: If you do not perform step 4, the Level Now dialog box in step 7 will not appear, and Project will level everything.

Exercise

In the following exercise, you will resolve resource overallocations by using resource leveling.

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| 1. Open A:\Manual-Temp | <i>The project file is opened in the Task Entry view.</i> |
| 2. Examine the resource assignments for the various tasks | <i>The Writer is assigned to Chapters 1 through 3, and the Designer is assigned to Snap Pictures and Design Manual Cover.</i> |
| 3. Select the bottom pane | |
| 4. On the View bar, click the Resource Sheet icon | <i>The Resource Sheet appears in the bottom pane.</i> |