Method

To navigate in the Gantt Chart view

1. Use the appropriate keystroke or mouse movement.

Exercise

In the following exercise, you will navigate in the Gantt sheet.

1. Click the first field under Task Name	*The second column in the first row is active.*
2. Press **TAB** twice	*The Start column is selected for the first row.*
3. On the sheet pane horizontal scroll bar, click the left arrow once	*The two columns displayed are Task Name and Duration.*
4. Position the pointer on the divider bar	*The pointer turns into a double-headed arrow.*
5. Drag the divider bar to the right so that the size of the sheet pane is doubled	*An outline of the divider bar appears as you drag the mouse. More columns are displayed.*
6. Press **CTRL+HOME**	*The first column in the first row is active.*
7. Press **END**	*The last column in the first row, Resource Names, is active.*
8. On the sheet pane horizontal scroll bar, click the gray area to the left of the scroll box	*The first column, Task Name, is now visible.*
9. Press **SHIFT+F6**	*The divider bar is active.*
10. Press **LEFT ARROW** continually until the divider bar is positioned between the Duration and Start columns	
11. Press **ENTER**	
12. On the chart pane horizontal scroll bar, click the gray area to the right of the scroll box two times	*The chart scrolls to the right.*
13. Press **ALT+HOME**	*The beginning of the time line appears.*