Applying Tables

Each view that displays information in a sheet format includes a *table* portion. A table is predetermined fields arranged in columns and rows. Every sheet view has a default table applied to it. For example, the Gantt Chart sheet view's default table is the Entry table. By applying a different table to a sheet view, you can change the information displayed in the table portion. When you apply a table to a sheet view, the new table replaces the old table. When you open an existing project file, the sheet view will display the table that was applied to it when you last saved this file.

Method

To apply a table

1. Select the view to which you want to apply a table.
2. On the View menu, point to Table.
3. From the Table submenu, select a table.

Note: To apply a table that is not on the Table submenu, from the Table submenu, select More Tables.

Exercise

In the following exercise, you will apply tables.

1. On the View Bar, click the Gantt Chart icon

   The Gantt Chart view appears.

2. On the View menu, point to Table: Entry

   The Table submenu appears.

3. Choose Cost

   The Cost table appears.

4. In the Fixed Cost column of the *Design Manual's Format* task, type **1500** and press **ENTER**

   $1,500.00 appears in the Fixed Cost field.

5. In the Fixed Cost Accrual column, from the Fixed Cost Accrual field drop-down list, select End and press **ENTER**

6. If necessary, scroll to the Total Cost column and examine the cost per task

7. On the View Bar, click the Resource Sheet icon

   The Resource Sheet view appears.