

To increase or decrease the information viewed in the chart pane

1. On the Standard toolbar, click the Zoom in or Zoom out button.
or
1. From View menu, choose Zoom.
2. In the Zoom dialog box, in the Zoom to area, select an option(s).
3. Choose OK.

Exercise

In the following exercise, you will expand and collapse summary tasks and use the Zoom buttons on the Standard toolbar.

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| 1. In the Task Name column, click the collapse outline symbol next to the Writing Phase summary task | <i>The subtasks for the Writing Phase summary task is collapsed.</i> |
| 2. On the Formatting toolbar, click the Show Subtasks button | <i>The Writing Phase summary task is expanded.</i> |
| 3. Select the Task Name column | <i>The Task Name field is selected.</i> |
| 4. On the Formatting toolbar, click the Hide Subtasks button | <i>The entire outline is collapsed.</i> |
| 5. On the Formatting toolbar, click the Show All Subtasks button | <i>The entire outline is expanded.</i> |
| 6. On the Standard toolbar, click the Zoom Out button until the End Manual milestone is visible | |
| 7. From the View menu, choose Zoom | <i>The Zoom dialog box appears.</i> |
| 8. Choose Reset and then OK | <i>The timescale is reset to the original units.</i> |
| 9. Press ALT+HOME | <i>The beginning of the timeline appears.</i> |