

Window Part	Description
Chart pane	Used to display project information graphically.
Column heading	Text at the top of each column that identifies it.
Divider bar	Used to separate and adjust the size of panes.
Entry bar	Used to enter and edit data in a sheet.
Field	An area in a sheet or chart that contains a specific kind of information. In a sheet, a field is the intersection between a column and a row.
Formatting Toolbar	Gives you quick access to commands. When you point at a toolbar button, its function or name is displayed. Click the button to activate the command.
Gantt Chart view	A view that displays a list of tasks and a graphical representation of those tasks.
Office Assistant	A help tool that appears when you start Microsoft Project and offers advice and tips when you begin a new activity.
Row	A horizontal arrangement of fields that runs from left to right.
Select all button	Used to select all the rows and columns of a sheet.
Sheet pane	Contains a list of tasks or resource information represented in rows and columns, similar to that of a spreadsheet. Each row defines a task. Each column defines a type of information.
Standard Toolbar	Gives you quick access to commands. When you point at a toolbar button, its function or name is displayed. Click the button to activate the command.
View bar	Includes icons that let you change a project view.

*Table 1-1: The Parts of the Microsoft Project Window*