

To hide a column

1. Select the column heading of the column to hide.
2. From the Edit or shortcut menu, choose Hide Column.
or
2. Press **DELETE**

To insert a column

1. Select the heading of the column to the right of the column to be inserted.
2. From the Insert or shortcut menu, choose Column.
or
2. Press **INSERT**
3. In the Column Definition dialog box, from the Field name drop-down list, select a field to insert.
4. Choose OK.

To sort a view using the Sort dialog box

1. On the Project menu, point to Sort.
2. From the Sort submenu, choose Sort by.
3. In the Sort dialog box, in the Sort by area, from the Sort by drop-down list, select a column by which you want to sort.
4. In the Sort by area, select the Ascending or Descending check box.
5. If desired, in the first Then by area, from the Then by drop-down list, select a secondary column by which you want to sort.
6. In the first Then by area, select the Ascending or Descending check box.
7. If desired, in the second Then by area, from the Then by drop-down list, select a third column by which you want to sort.
8. In the second Then by area, select the Ascending or Descending check box.
9. Choose Sort.

To sort a view

1. On the Project menu, point to Sort.
2. From the Sort submenu, choose a sort option.

To display the Resource Management toolbar

1. On the View menu, point to Toolbars.
2. From the Toolbars submenu, choose Resource Management.

To resolve resource overallocations manually

1. Display the Resource Management toolbar.
2. On the Resource Management toolbar, click the Resource Allocation View button.
3. On the Resource Management toolbar, click the Go To Next Overallocation button.
4. Make the necessary changes.
5. Repeat steps 3 and 4 for all resource overallocations.