

Method

To create a resource list

1. On the View Bar, click the Resource Sheet icon.
2. On the resource sheet, in the Resource Name column, enter a resource name.
3. On the resource sheet, in the Group column, enter a group name to add the resource to a group.
4. On the resource sheet, in the Max. Units column, enter a number of resource units.
5. Repeat steps 2 through 4 until you have entered all the resources.
6. If desired, save the project.

Exercise

In the following exercise, you will create a resource list.

1. Open A:\Manual-Rev3
2. On the View Bar, click the Resource Sheet icon *The resource sheet view appears.*
3. In row 1 of the Resource Name column, enter **Designer** *Default information automatically appears for some fields in the first row.*
4. In the Group column of the *Designer* resource row, enter **Contractor**
5. In row 2 of the Resource Name column, enter **Sr Editor**
6. In the Group column of the *Sr Editor* resource row, enter **Editor**
7. Using the data shown in Table 3-2 as a guide, enter the additional resources
8. Save the project as H:\Doc\Manual-Rev 3a.mpp