Sorting a View

By default Microsoft Project lists tasks and resources in ascending order by ID number. You can use the Sort options on the Project menu, shown in **Figure 4-11,** or the Sort dialog box, shown in **Figure 4-12,** to view tasks or resources in a different order. For example, if you want to decrease a project's length, you may want to sort tasks from the longest to the shortest duration so that you can reduce the longest durations first.
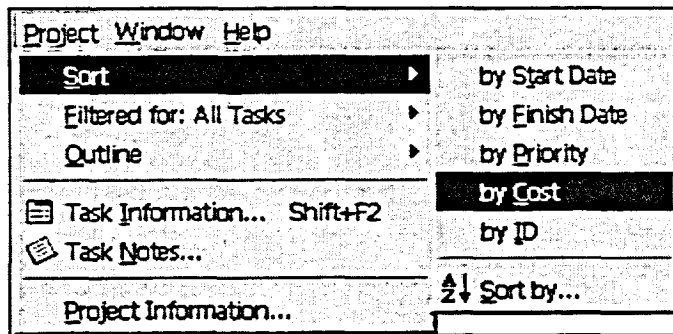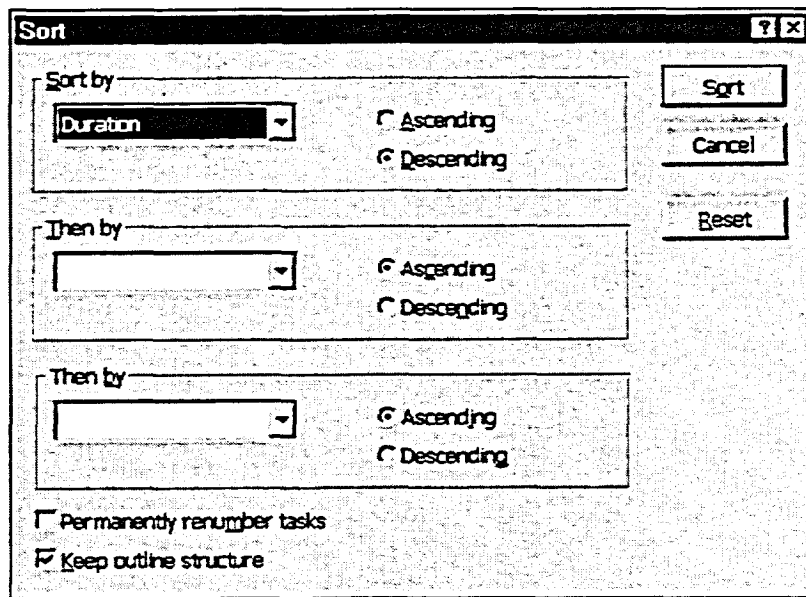

Figure 4-11: The Sort Options

Figure 4-12: The Sort Dialog Box