

# Module Objectives

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## ■ Display project information

Microsoft Project comes with many views. Each of these views focuses on specific information about tasks or resources. You can apply tables to display different columns in a sheet view and change the size, add or delete and hide columns in a table. Form views display information about tasks and resources one at a time. Combination views let you display two views at the same time to maximize the amount of information displayed. Sorting lets you arrange project information in an order that suits your needs.

## ■ Review a project plan

When you review your project plan, you look for information that may be missing or inaccurate. You can then analyze resource allocations and adjust them automatically through a process called leveling, or you can do it manually. Although the manual method is more time-consuming, it is often preferable. When you manage a project, you control time and costs in an environment of limited resources.

## ■ Print views

Printing a hard copy of your project plan lets you share or present it to colleagues.