**Microsoft Project**

**"Tablas and filters"**

**Practice NOT EVALUATED**

**Requirements**

*Open the result file for the* ***1Avc*** ***drive***.

**Part 1**

1. In the "Gantt Chart" view, insert after the "task name" field, the "Status" and "Status Indicator" fields. Check if it is already done in the file.
2. In the "Resource Usage" view, insert the "Task summary name" field after the "resource name" field .
   1. Check what the "Task summary name" field shows.
3. In the "Resource Usage" view in the timephased area, graphics area, (gridded right side), right-click, select 'Detail Styles: Check if it is already done.
   1. Enter the categories "Normal work" and "Overallocation" (in the grid enlarge the width of the "details" column and select the activity "Verify construction plans on site" and then scroll to display the hours (go to the menu "Tarea + Edition + Dmove to the task")
   2. This translates into the following f: **Work = Normal work + overallocation**

**Part 2**

1. Go to the "Gantt Chart" view
2. Make a copy of the "Input" table (in VIEW – tables – more tables), this time the copy will be named "Project Progress". Do not forget to *check* in "Visible in the menu".
   1. Modify this table by adding the "% completed" field after the "duration" field. Align the data to the "center"
   2. Apply this table "Project Progress" so that it is in the Menu.

**Part 3**

1. Enter the "Resource Sheet" view.
2. Set a 1st order criterion by: **Type** in form toscendente and a 2nd order criterion by: **standard rate** in descending form. *Verify that the "Renumber resources permanently" check box is cleared*
   1. **What happened to the order of the information?**

**Part 4**

1. Enter the "Resource Sheet" view.
2. Select in the menu in "group data – icon "group by" + select from the alternatives the one that says "More groups..." in the groupings function.
3. In the "More groups" window, select the "Resources" group (not the Tareas) group in the "Groups:" parameter, and check the "Resource Group" group.
   1. Make a copy of this group (Resource Group) and name it " **Resource Group by Rate**"
   2. In the "Field Name" column, click the first empty cell below the "Group" value and type or select **"standard rate".**
   3. For "standard rate" select "Descending" in the "Sort Criterion" parameter.
   4. Staying in the "standard rate" row, click on the "**Set group intervals**" button.
   5. In the "Set group range" window select "Interval" for the "Group in" parameter and in the "Group range:" parameter type "1000".
   6. Click "OK", then "Save" to be inside the "More groups" option and finally **apply** the new group.
4. **What is the meaning of this table, according to the grouping made?**

**Part 5**

1. Enter the "Gantt chart" view
2. Click on the arrow that appears next to the column "Task name", in this way you are enabling the option "filter + Customize", in the screen that is displayed select "Contains" and at the same time write the word "permissions" (to filter that search). To display the information, select OK.
   1. **What happened?**

---- End of Practice ----

XSC