

### Creating Calendars for Tasks in Microsoft Project 2000

Microsoft Project schedules tasks using the working time on the project calendar. If you have tasks to be completed at different times, especially tasks that are independent of resources, you may want to set up a "Task Calendar." Task Calendars are a new feature provided in Microsoft Project 2000 that let you specify exceptions to working and non-working time for individual tasks.

A Task Calendar is especially useful for situations in which you want a task to be scheduled outside the normal working times defined by the project calendar or assigned resource calendars. For example, you can use task calendars to define unique or specific exceptions for individual tasks, such as machinery that runs during non-working hours or machinery that requires maintenance during working hours.

When you apply a specific Task Calendar to a task, these new settings override the project calendar settings when scheduling the task. If resources are assigned to the task, the task is scheduled by the working times that the Task Calendar and Resource Calendar have in common. However, you can have the task ignore the settings in the resource calendar by selecting the "Scheduling ignores resource calendars" check box on the "Advanced" tab in the "Task Information" dialog box.

#### Create a calendar for a task

1. On the **Tools** menu, click **Change Working Time**.
2. Click **New**.
3. In the **Name** box, type a name for your new calendar.
4. To begin with a default calendar, click **Create new base calendar**. To create a new base calendar based on an existing calendar, click **Make a copy of**, and then click the calendar name in the calendar box.
5. Click **OK**.

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### Outlook's Autocreate Feature

Users can "autocreate" a new Outlook item from an existing one, and save on typing! Some examples include:

- ◆ Drag an e-mail message to the **Task** icon on the Outlook bar, and create a Task with a due date.
- ◆ Drag a task to the **Calendar** icon to designate time to work on the task.
- ◆ In Calendar, select a task from the **TaskPad**. Instead of dragging, highlight the task. In the **Edit** menu click **Copy** or use the **CTRL + C** keyboard shortcut; click on the date for the appointment and select the range of time you would want to schedule the task for on the **Calendar** (in Day mode) by clicking on the start time and dragging the mouse to the end time. Click on **Paste** in the **Edit** menu or use the **CTRL + V** shortcut key. The appointment dialog box will appear. Fill in the subject information, include a reminder setting if you want, and **save** the appointment. The range of time you selected for the appointment will be blocked out for that day and the subject of the appointment will be displayed in the box.
- ◆ Drag a contact to the **Inbox** icon to create a pre-addressed message.
- ◆ Drag an Outlook note to the **Inbox** to create a message with the content of the note already in it.

-- Angela Willingham, Training Manager


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6. Make the required changes to the calendar:  
To change the calendar on specific days, select the days you want to change on the calendar. To select non-adjacent days, hold down **CTRL**, and click the days. To select adjacent days, hold down **SHIFT**, and click the first and last day for the calendar change. To change a day of the week for the entire calendar, click the abbreviation for the day on the top row of the calendar.
7. Under **Set selected date(s) to**, click **Use Default**, **Non-working time**, or **Non-default working time**.
8. To change **Non-default working time**, type the times you want work to start in the **From** boxes and the times you want work to end in the **To** boxes.

**Note:** After you create a base calendar, you need to assign that calendar to a task.

--Todd Samuel, Instructor

*Todd is a Project Manager at Battelle Northwest and has been managing science and engineering projects for over 12 years. He is a project management instructor at City University's Tri-Cities Site and PROTRAIN.SYS INC.*



"The Instructor was very willing to assist all level of students. I am pleased with the experience." - *M. Stott*

The Instructor has very good teaching skills."  
- *S. Bardessono*

"Very good Instructor, excellent course. I want more!"  
- *J. Mostoller*

"Outstanding Instructor. Great pace – moved the class along. Kept up the enthusiasm and kept us engaged in learning by hands on training." - *J. Morasch*

Excellent, as always! Instructor is ready & willing to assist those who need extra assistance. Superb and eager to assist before, during, and after class. Instructor was very professional and has a great sense of humor too. This is my third HTML class with PROTRAIN, OUTSTANDING! I cannot wait to return. WONDERFUL! The Instructor is so enthusiastic, knowledgeable, and personable." - *C. Craighead*

"Excellent communication skills". - *S. Heaton*

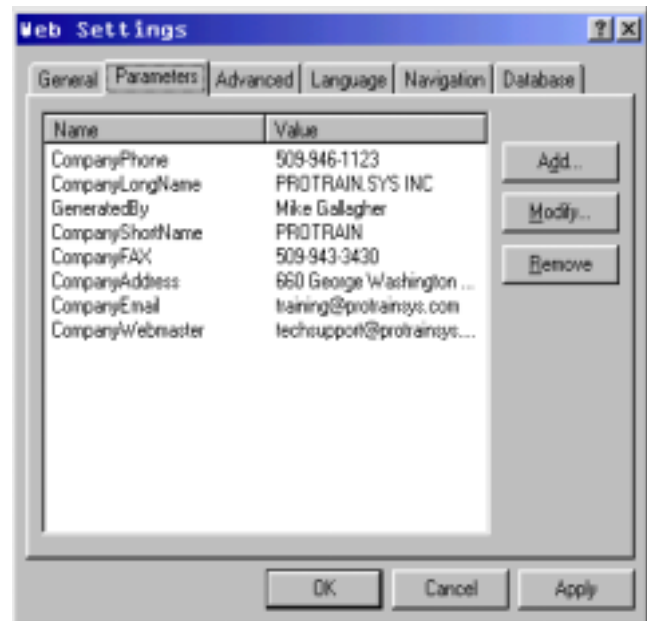
## Save Time with FrontPage Components

When you have the same information on more than one Web page that you need to update, there is no need to do it manually on every page if you use FrontPage. Updating each page individually can be very time consuming, especially if your Web site has many pages. FrontPage has a feature called **Component Substitutions** that makes it easy to make periodic updates to all pages at one time.

Component Substitutions let you control parameter values from a central location. FrontPage comes with some parameters already created for you to use such as, Author, Modified By, Description, Page URL, etc. The process to create your own parameter values involves adding parameters, such as your management/personnel names and contact information or pricing. The parameters you create have two inputs; the name of the parameter (a name that is meaningful to you and describes the value) and the value of the parameter. Then place the parameter name on your web pages as desired. The value of the parameter displays on your web pages, not the parameter name.

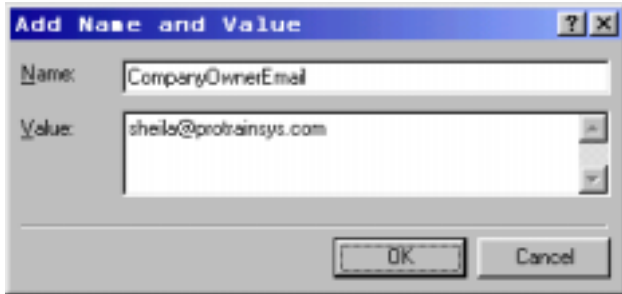
To create new parameters:

1. Select **Tools** and **Web Settings...** from the Menu Bar.
2. Click on the **Parameters** Tab.
3. Select the **Add...** command button.



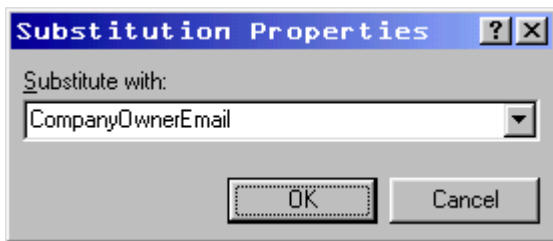
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4. Type a name in the **Name:** text box that describes the value of the parameter.
5. Type the value of the parameter in the **Value:** text box.
6. Click on **OK** twice.



To add your parameters to your pages:

1. In FrontPage, open one of your web pages for editing.
2. Click on the page at the location you want to enter a parameter value.
3. Select **Insert, Component** then **Substitution...** from the Menu Bar.
4. Use the down arrow button in the **Substitute with:** Combo Box to select the desired parameter or type in the parameter name.
5. Click on **OK** and the parameter value should be on your page.
6. Repeat this on every page you want parameter information using the same parameter on different pages or different parameters.



When it is time to update information in your web that exists as parameters just change the value of the parameter and the change is effected at all of its locations.

1. Select **Tools** and **Web Settings...** from the Menu Bar.
2. Click on the **Parameters** Tab.
3. Select the component name you need to modify, and then select the **Modify...** command button.
4. Type the new updated value of the parameter in the **Value:** text box.

5. Click on **OK** twice.
6. All pages in your web that have that parameter value will now have the new updated value.

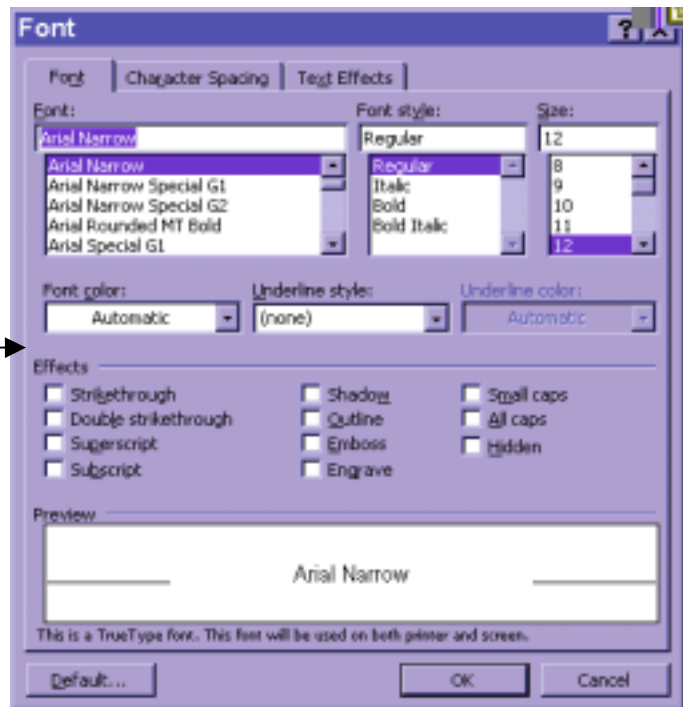
You can update the stored parameters as needed and have all the web pages with the inserted parameter substitution change in one stroke. This Parameter Component Substitution method of creating and updating your web content can save a lot of time and money.

Note: If you are using earlier versions of FrontPage, the Insert Menu feature name is FrontPage Component rather than Component. Create and modify your parameters in FrontPage Explorer and add them to your web pages in FrontPage Editor.

-- Mike Gallagher, Primary Instructor  
Technical Manager and Consultant

## Affecting Text in Word

The **FONT** option in the Format menu offers several ways to affect text. See Effects section below.



Select the text you wish to affect, choose **FONT** from the **FORMAT** menu, click the desired box to activate the effect, and click **OK**.

Check out the **Text Effects** tab. Have fun trying the different effects.

-- Liz Houston, Instructor  
Word Expert

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## Creating Documents Using Word's Advanced Features

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The decision to use MS Word is only the first step to creating a document. Designing, formatting and printing are the main steps that follow. If users create new Word documents from scratch each time they create a letter or report, they are not using the advanced features of Word that can increase productivity. Here are some ways to make things easier;

- **Creating Documents as Templates**

Generating documents can be simple by creating templates. Standard text in documents should be saved as a template. By doing so, documents can be produced quickly and important information will not be inadvertently left out of the document. Creating a template is as easy as choosing **Save As** under the **File** menu and choosing the **Document Template** type. Word templates can include auto text entries, bookmarks, shortcut keys, styles, fields, hyperlinks, sections, headers and footers, frames, toolbars, menu bars, and more.

- **Table of Contents**

In the past, creating a Table of Contents was a laborious task. Now, with Word, this is largely an automated process. The trick is to use styles in your document. By setting up styles to format Heading 1, Heading 2, and so on, Word can rely on this information to create an accurate Table of Contents automatically.

- **Footnotes**

Footnotes help the reader locate and evaluate information that supports a point made in the document.

- **Hyperlinks**

Hyperlinks allow users to easily jump to other parts of a document, to open an entirely different document and even jump to electronic documents on the Internet.

- **Word Fields**

A Word field is a special code that is used to insert particular information such as page numbers, dates and more. To insert a field in a document, choose **Field** in the **Insert** menu.

Microsoft Word is a terrific report writer that developers can use as a component of their application. Word can create complex and elegant reports no matter what the source of the data. Reports created in Word can be printed, sent by email, or published on the Internet.

-- Liz Houston, Instructor  
Word Expert

Join one of our  
Advanced Word Courses  
and increase your productivity!

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## MS Project *TIP* of the Month

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### Making Microsoft Project Data Available on the Internet

To support your efforts to communicate the status of projects using the Internet, Microsoft Project can save project files in Web (HTML) format. With the "*Save as HTML*" command, you can easily convert information in Microsoft Project to a format that can be published as a document on the Internet. You can also attach image files so that your charts will also display on the Internet, and any hyperlinks in your file are automatically converted so that they work in the new Web document as well. Also, remember that you can create hyperlinks in your project file that jump to documents on the Web, on your local network, or on your own hard drive.

-- Todd Samuel, Project Manager at Battelle Northwest  
and Adjunct Instructor at City University's Tri-Cities Site.

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