

MOVING ABOUT A SHEET

A **task sheet** displays your data in columns and rows. The columns to the left of the Gantt chart actually represent part of a **sheet**. As you scroll around and enter or change data you can

sometimes get lost in a task or resource sheet. There are some basic keyboard keys that will help you to move about and, if necessary, re-orientate the project sheet so that you can get your bearings.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file J304 Creating Tasks_4.mpp...

- 1 Hold down the **Ctrl** key and press **Home** to return to the top left corner of the table
- 2 Press **Pg Dn** to jump down one screen
- 3 Press **Pg Up** to jump up one screen
- 4 Press **End** to move right in the table to the last column in the current row
- 5 Press **Home** to move left in the table to the first column in the current row

1

	Task Name	Duration	Start	Finish	Predecessors
1	Planning	1 day?	Mon 07/05/07	Mon 07/05/07	
2	Create architectural p	1 day?	Mon 07/05/07	Mon 07/05/07	
3	Submit plans for appr	1 day?	Mon 07/05/07	Mon 07/05/07	
4	Order materials	1 day?	Mon 07/05/07	Mon 07/05/07	
5	Site Works	1 day?	Mon 07/05/07	Mon 07/05/07	
6	Erect fencing	1 day?	Mon 07/05/07	Mon 07/05/07	

2

	Task Name	Duration	Start	Finish	Predecessors

For Your Reference...

To **move** about a **sheet view**:

1. **Ctrl** + **Home** takes you to the top left hand corner of the sheet
2. **Ctrl** + **End** takes you to the bottom right hand corner of the sheet

Handy to Know...

- **Alt** + **Home** moves you to the start of the timeline.
- **Alt** + **End** moves you to the end of the timeline.
- **Ctrl** + **End** takes you to the bottom right hand corner of the sheet