Milestones PROFESSIONAL® TUTORIALS

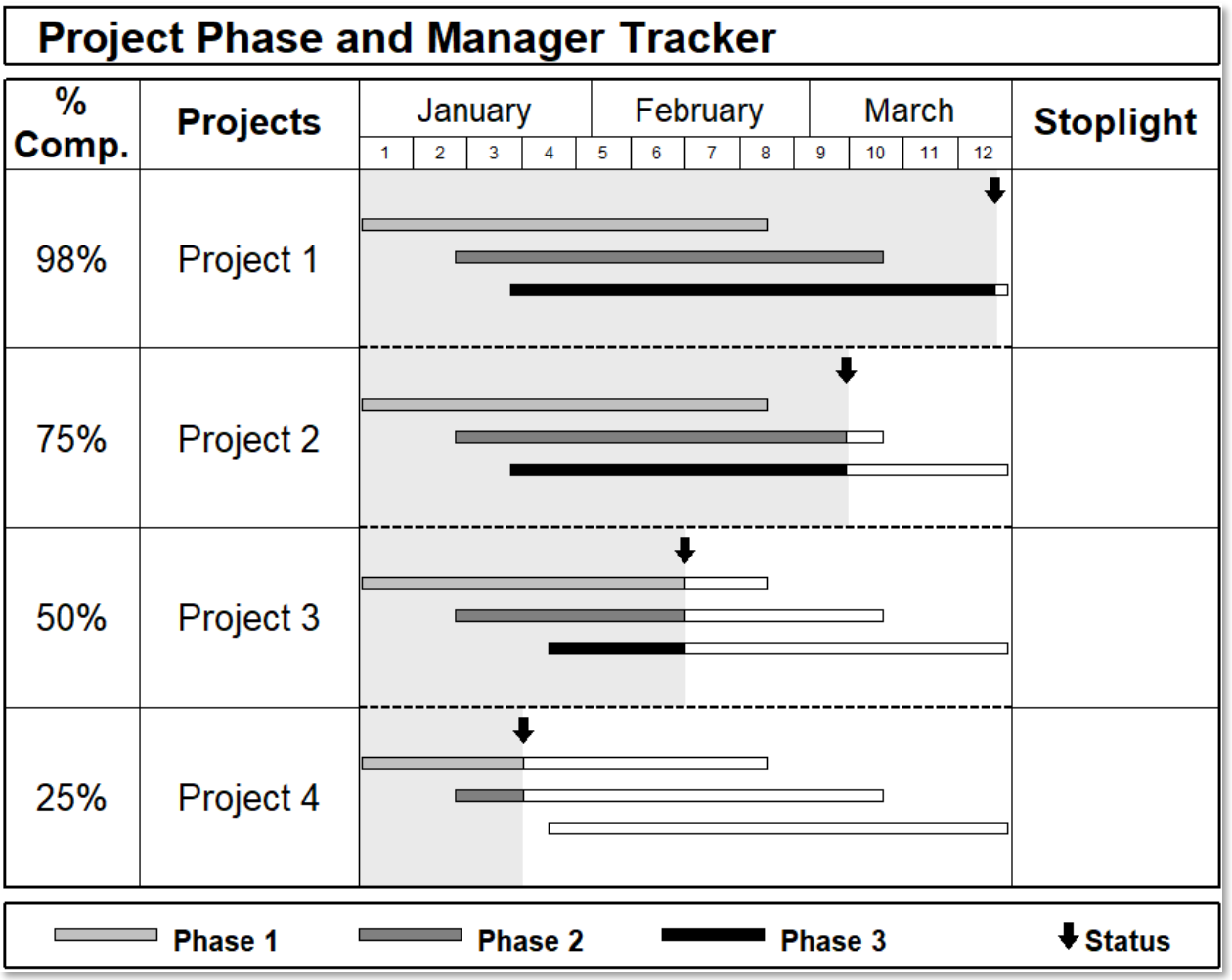
Lesson 15
Stoplight Columns

In this lesson you will learn how to:

- Create a column with standard stoplights
- Fill the cell with color instead of stoplight
- Set up custom stoplights

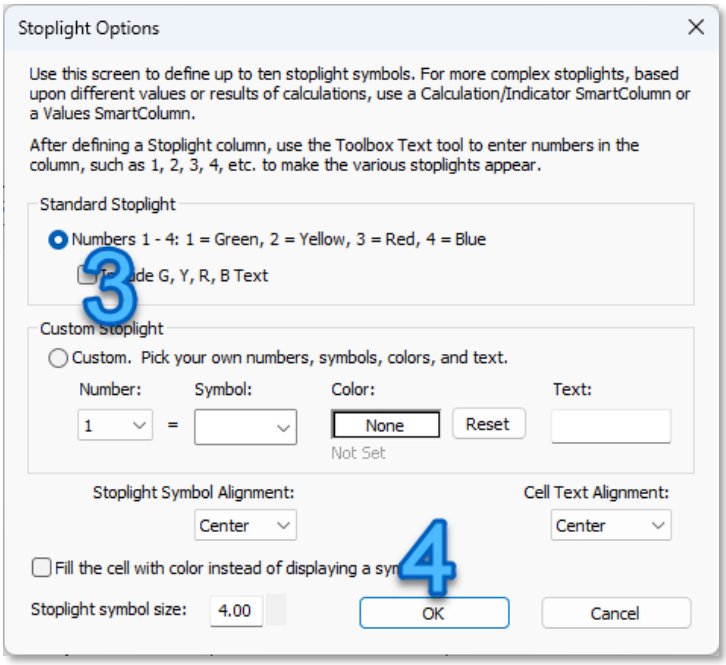
Open the schedule for this Lesson

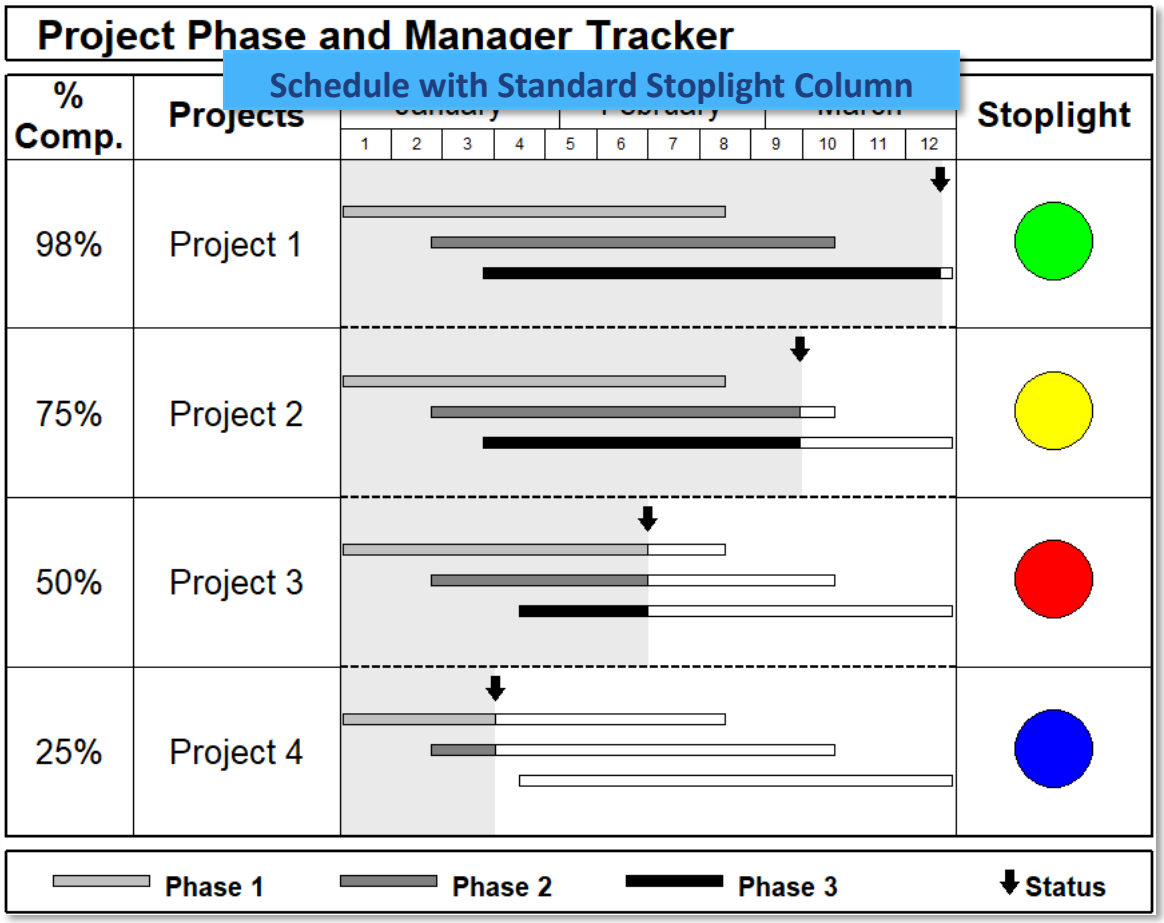
1. On the Toolbar, choose *File*.
2. In the Files and Templates: Open and Save section select *Open Samples or Lesson*. The Open a Sample Chart dialog displays.
3. Under Select a Folder below to Open select *Lessons*. The Lesson schedules will display in the window to the right. Pick *Lesson 15 Starter Schedule.mlq*.
4. Save the schedule to an accessible folder on your computer. On the File tab, in the Files and Templates: Open and Save section, choose *Save As*…. In the menu that displays choose *Chart*. Name, and then save the schedule.



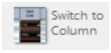
Create a column with standard stoplights

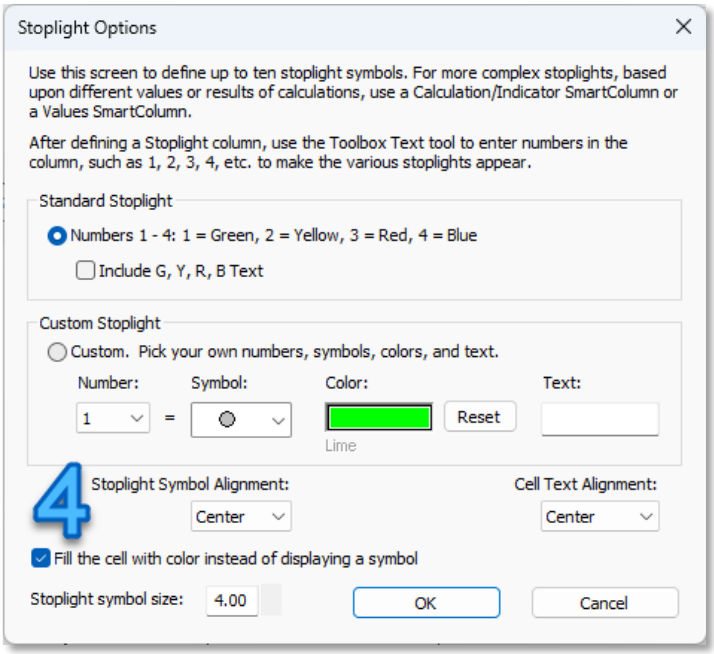
1. Using ↖ (the toolbox arrow tool), click the **Stoplight column heading**. The toolbar will change to the **Selection** tab with column heading properties**.**
2. Choose Switch to Column. Switch to Column.
3. In the **Column Type and Format** section click the (none) down arrow in the field showing (none). Scroll and choose Stoplight. The **Stoplight Options** dialog box displays.
4. Choose Standard Stoplight.
5. Click OK. There will be no change in the schedule.
6. Click **T** (the toolbox Text tool**)**. Move the cursor to the first cell under the word Stoplight click, then type 1.
7. Click the keyboard's down arrow to move to the second cell, the 1 in the first cell is now a green stoplight. Type 2.
8. Click the keyboard's down arrow to move to the third cell, the 2 in the second cell is now a yellow stoplight. Type 3.
9. Click the keyboard's down arrow to move to the fourth cell, the 3 in the third cell is now a yellow stoplight. Type 4. After entering 4 do not choose enter, click out of the cell**.** This prevents creating a new page and the 4 fourth cell is now a blue stoplight.

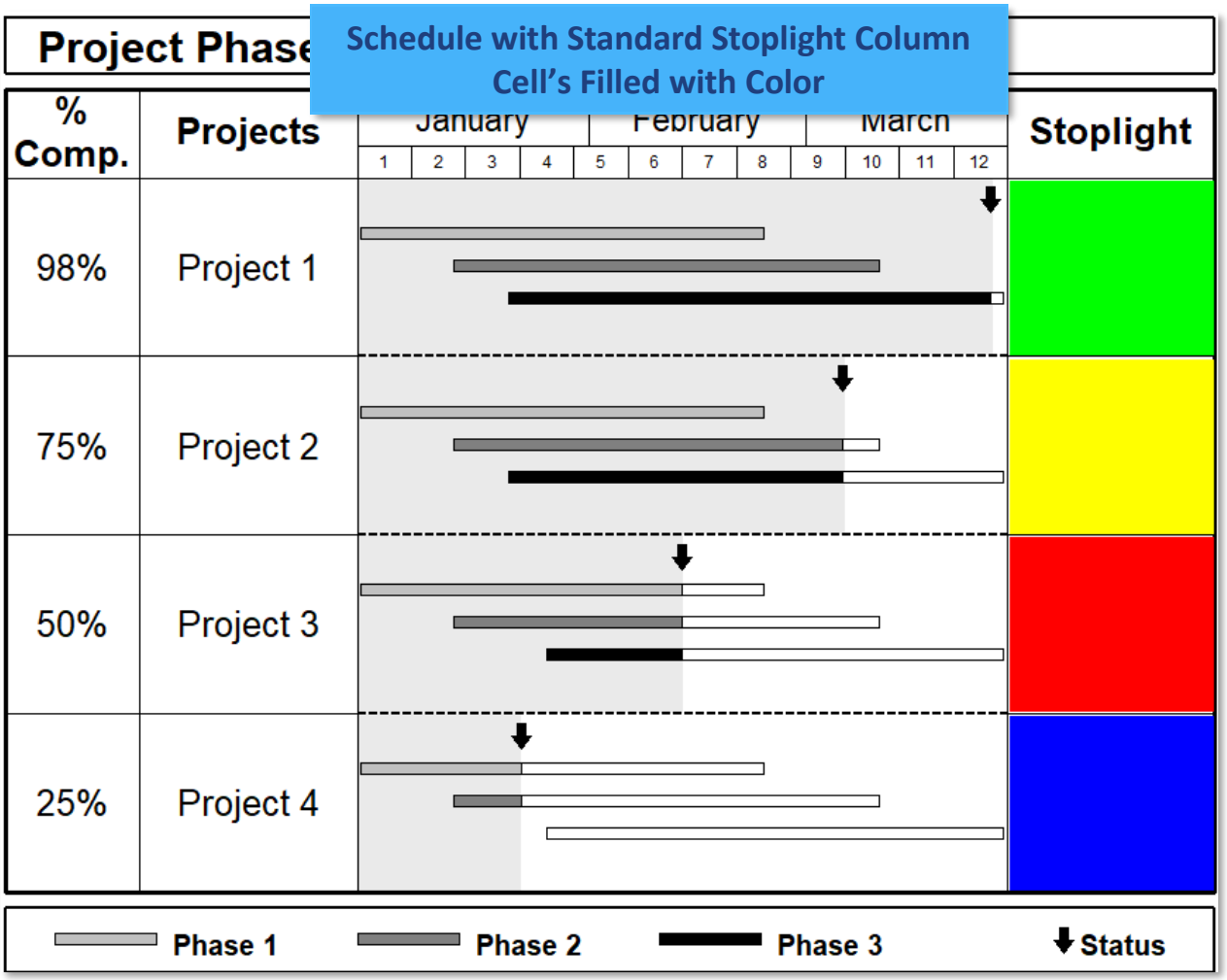




Fill the cell with color instead of stoplights

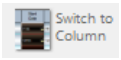
1. Using ↖ (*the toolbox arrow* tool), click the *Stoplight* column heading. The toolbar will change to the Selection tab with Current Object: Column Heading.
2. Choose  *Switch to Column*.
3. In the Column Type and Format section click the  *Properties* button. The Stoplight Options dialog box displays.
4. Leave Standard Stoplight selected. ☑ *Fill the cell with color instead of displaying a symbol*.
5. Click *OK*. The cells that once showed stoplights now show cells filled with the stoplight color.





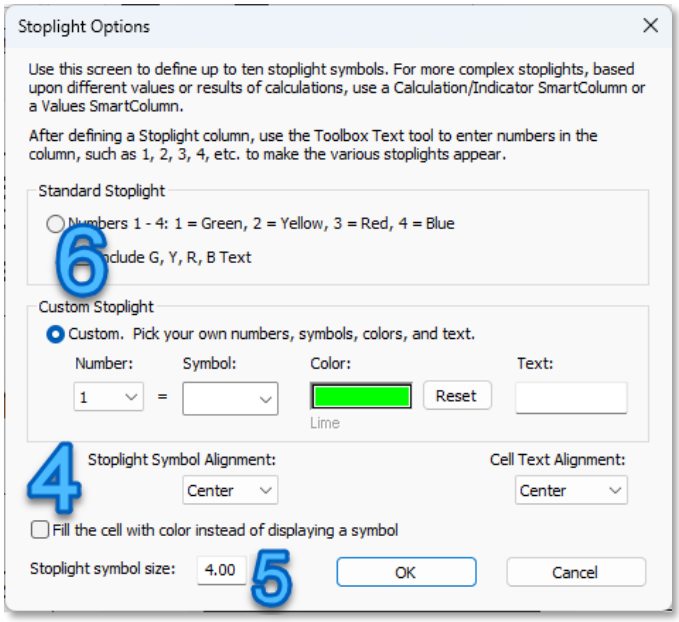
Set up custom stoplights

1. Using ↖ (*the toolbox arrow* tool), click the *Stoplight* column heading. The toolbar will change to the Selection with properties for the column heading.

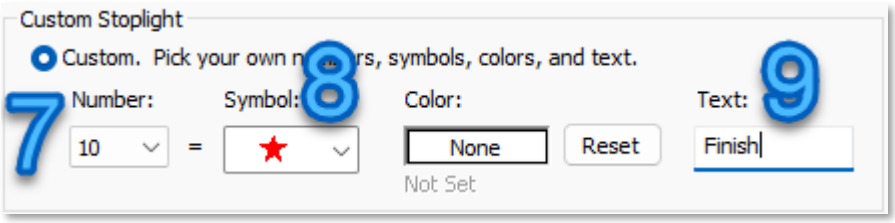


2. Choose *Switch to Column*.
3. In the Column Type and Format section click 

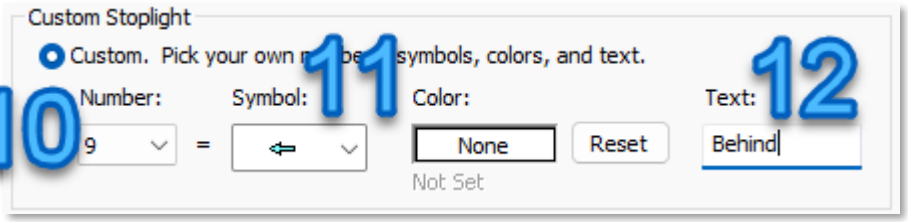
the *Properties* button. The Stoplight Options dialog box displays.
4. Uncheck *Fill the Cell with color instead of displaying a symbol*.
5. Change Stoplight symbol size to *4.0*.
6. Under Custom Stoplight choose *Custom: Pick your own numbers, symbols, colors, and text*.



7. For Number click the down arrow and choose *10*.
8. For Symbol click the down arrow and choose the *red star*.
9. For Text type in *Finish*.

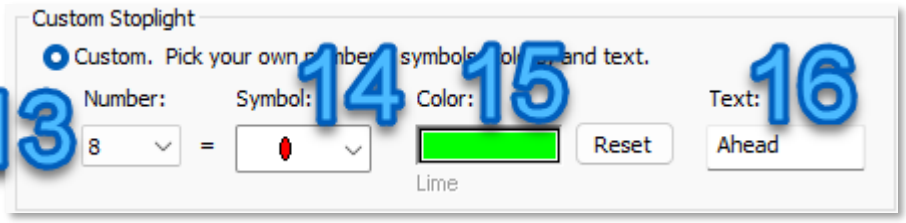


10. For Number click the down arrow and choose *9*.
11. For Symbol click the down arrow and choose the *blue arrow pointing left*.
12. For Text type in *Behind*.



Set up custom stoplights (continued)

13. For Number click the down arrow choose *8*.
14. For Symbol click the down arrow scroll and choose the *red oval*.
15. For Color pick *Lime*.
16. For Text type in *Ahead*.



17. Click *OK*. The stoplight column will appear empty, however it still has the numbers 1-4 in the cells.
18. Right click the *Stoplight column heading* and choose *Clear Column Text*.
19. Click T (*the toolbox Text tool*.) Move the cursor to *first cell under the word Stoplight.* Click, then type *10*.
20. Click the *keyboard's down arrow* to move to the second cell. The 10 in the first cell is now a red star with Finish. Type *8.*
21. Click the *keyboard's down arrow* to move to the third cell. The 8 in the second cell is now a lime oval with Ahead. Type *9.*
22. Click the *keyboard's down arrow* to move to the fourth cell. The 9 in the third cell is now a blue arrow pointing left with Behind. Type *9.* After entering 9 do not click enter. *Click out of the cell*. This prevents creating a new page and the 9 in the fourth cell is now a blue arrow pointing left with Behind.

