Milestones PROFESSIONAL® TUTORIALS

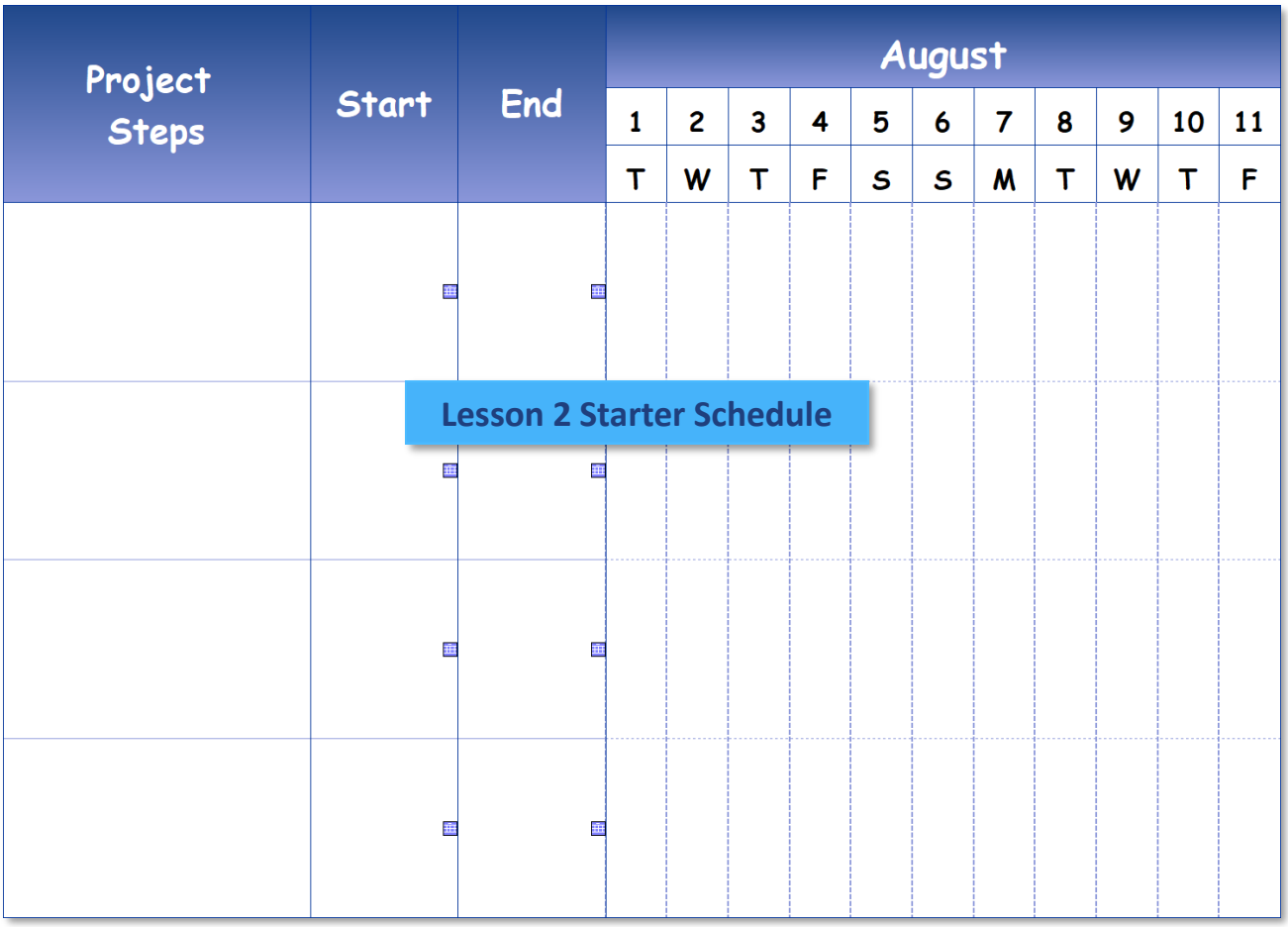
Lesson 2
Add Tasks, Dates, and a Title

In this lesson you will learn how to:

- Enter project steps
- Add two milestone symbols with a bar between them using a toolbox row.
- Add a single milestone symbol.
- Add two milestone symbols with a bar between them using the Start Date and End Date columns
- Add a title to the schedule

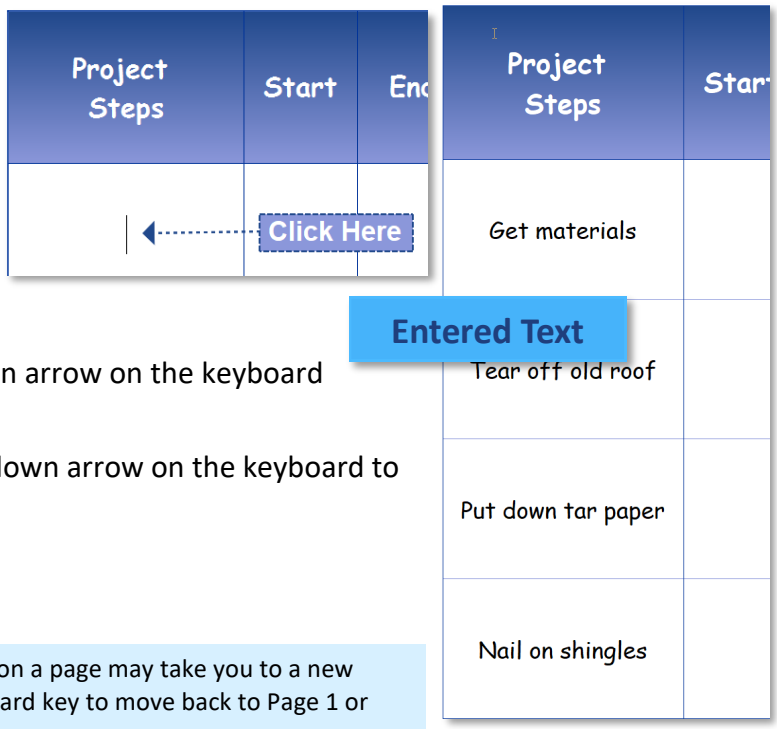
Open and save the schedule for this lesson

1. Choose the toolbar *File tab*.
2. In the Files and Templates: Open and Save section, select *Open Samples or Lessons*. The Open a Sample Chart dialog displays.
3. Under Select a Folder below to Open, select *Lessons.* Pick *Lesson 02 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.)



Enter project steps

1. Click **T** (*the toolbox text tool*.)
2. In the first space below the column heading **"**Project Steps**"**, *click once*.
3. Type in: *Get materials*. Press the down arrow on the keyboard. This moves the cursor to the next task row. (You can also click with your mouse within the cell of the next task row.)
4. Type in: *Tear off old roof*. Press the down arrow on the keyboard to move down to the next row.
5. Type in: *Put down tar paper*. Press the down arrow on the keyboard to move down to the next row.
6. Type in: *Nail on shingles*.

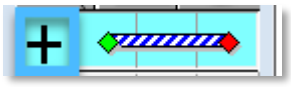


Note: Pressing the down arrow while in the last row on a page may take you to a new (blank) page. If this happens, use the Page Up keyboard key to move back to Page 1 or delete the unwanted page *Edit | Delete | Current Page*.

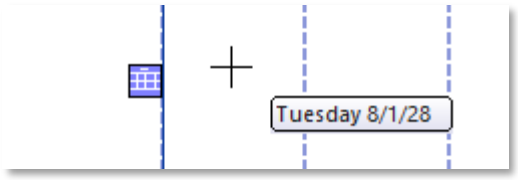
Add two milestone symbols with a bar between them using the ToolBox

Add two symbols with a bar between them to the "Get materials" task row

1. Click once on **+** (*the small plus to the left of the first row of symbols in the ToolBox*). The toolbox row will highlight.



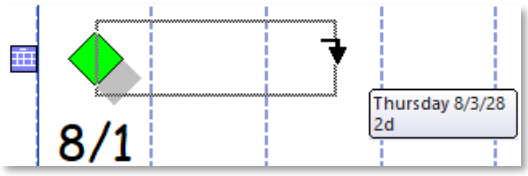
2. Using the mouse, move the cursor into the schedule area to the right of Get materials, as shown in the image to the right. The date Tuesday 8/1/28 will display next to the cursor. *Click (and hold) the left mouse button*.



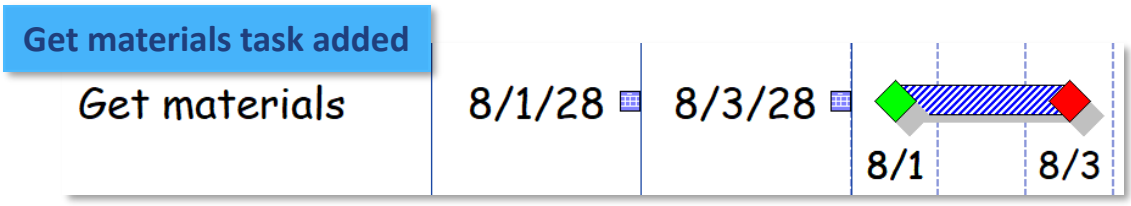
For date to show, tooltips must be on **Tools | Program Options | *Help***.

3. Drag the mouse 2 days to the right until the cursor or the status bar (bottom left of the Milestones window) shows *Thursday 8/3/28*.



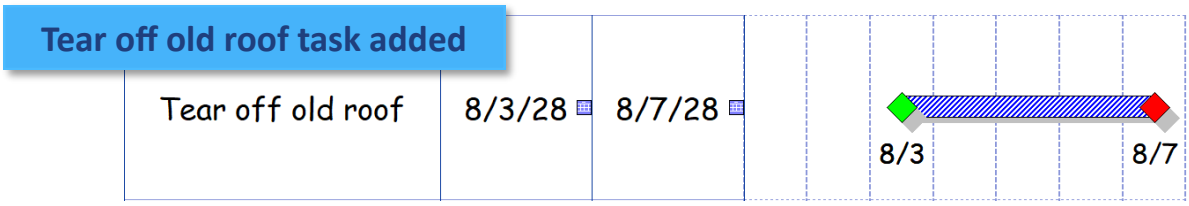


4. Release the mouse button. The task has been added and the **Start** and **End** column cells populated.



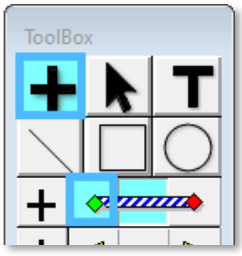
Add two symbols with a bar between them to the "Tear off old roof" task row

1. Make sure that the **+** (*small plus to the left of the first toolbox row*) is still selected. Using the mouse, move the cursor into the schedule area directly to the right of *Tear off old roof*.
2. Using the mouse, move the cursor into the schedule area directly to the right of *Tear off old roof*. When the date displayed next to the cursor or in the status bar displays *Thursday 8/3/28*: Click (and hold) with the left mouse button.
3. Drag the mouse to the right until the cursor or the status bar shows *Monday 8/7/28*.
4. Release the mouse button. The task has been added and the **Start** and **End** column cells populated.

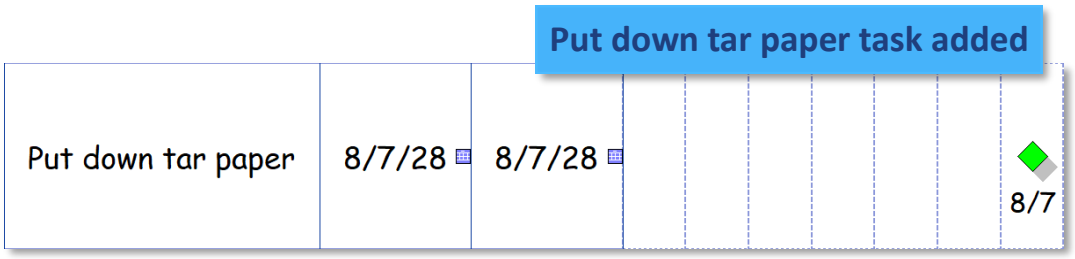


Add a symbol using the ToolBox

Add a single milestone to the "Put down tar paper" task row



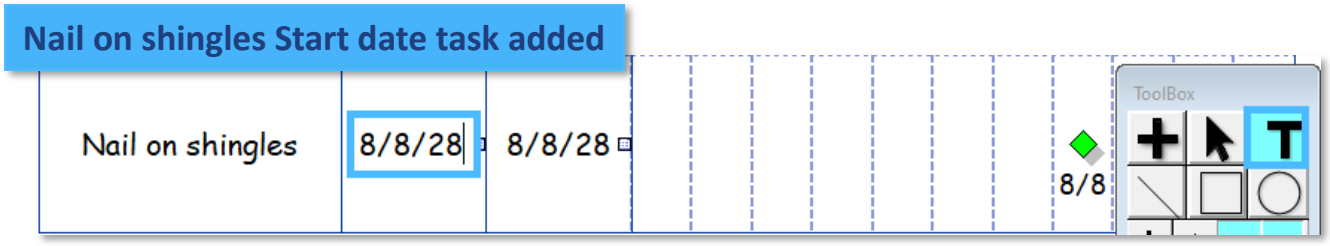
1. Select + (*the toolbox plus tool*.) Then click on the green diamond in the toolbox. diamond.
2. Using the mouse, move the cursor into the schedule area to the right of *Put down tar paper*.
3. Click and drag the mouse to the right until the cursor shows *Monday 8/7/28*.
4. Release the mouse button. A single milestone is added and the **Start** and **End** column cells are populated.



Add to symbols with a bar between them using the Start Date and End Date columns

Add two symbols with a bar between them to the "Nail on shingles"

1. Select T (*the toolbox Text tool*.)
2. Under the *Start* column, click once in the cell for *Nail on shingles*. Type in *8/8/28.* A green diamond symbol will be added.

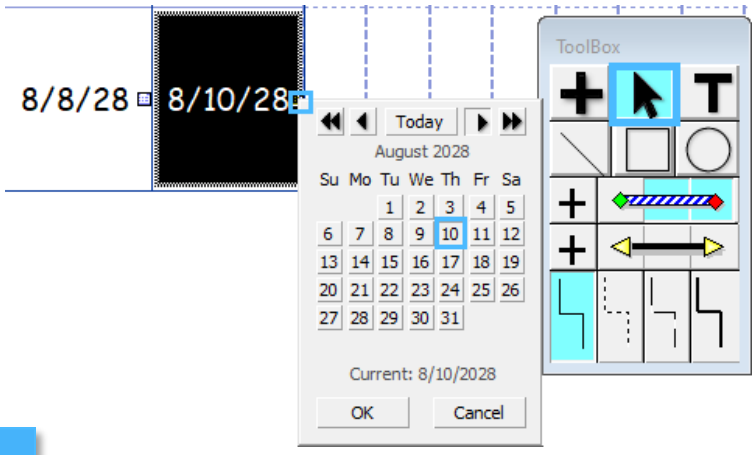


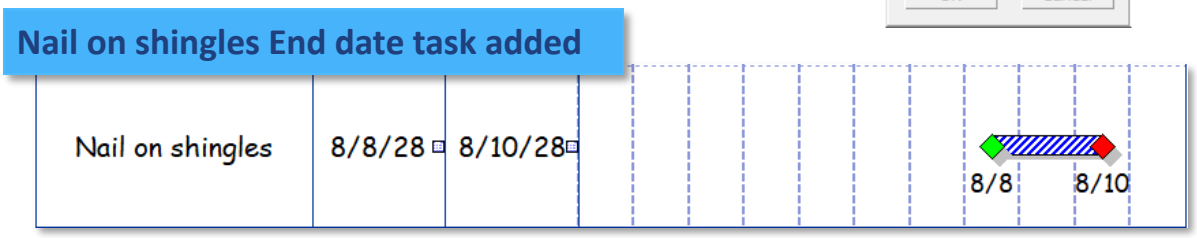
Symbols and bars added using the Start and Finish columns can be chosen by selecting the ***Column Heading*.** Next select ***Switch to Column.*** In the ***Date SmartColumn Display Settings*** section choose the drop downs for **Normal Start Symbol, Bar,** and **Normal End Symbol.** The symbols and bars that can be selected are from the **ToolBox**.

3. Select ↖ (*the toolbox Arrow tool*) .
4. Under the *End Date* column, click the calendar icon for *Nail on shingles*.

   To turn on (or off) calendar icons: *View | Optional Items | Show calendar icons in date columns.*

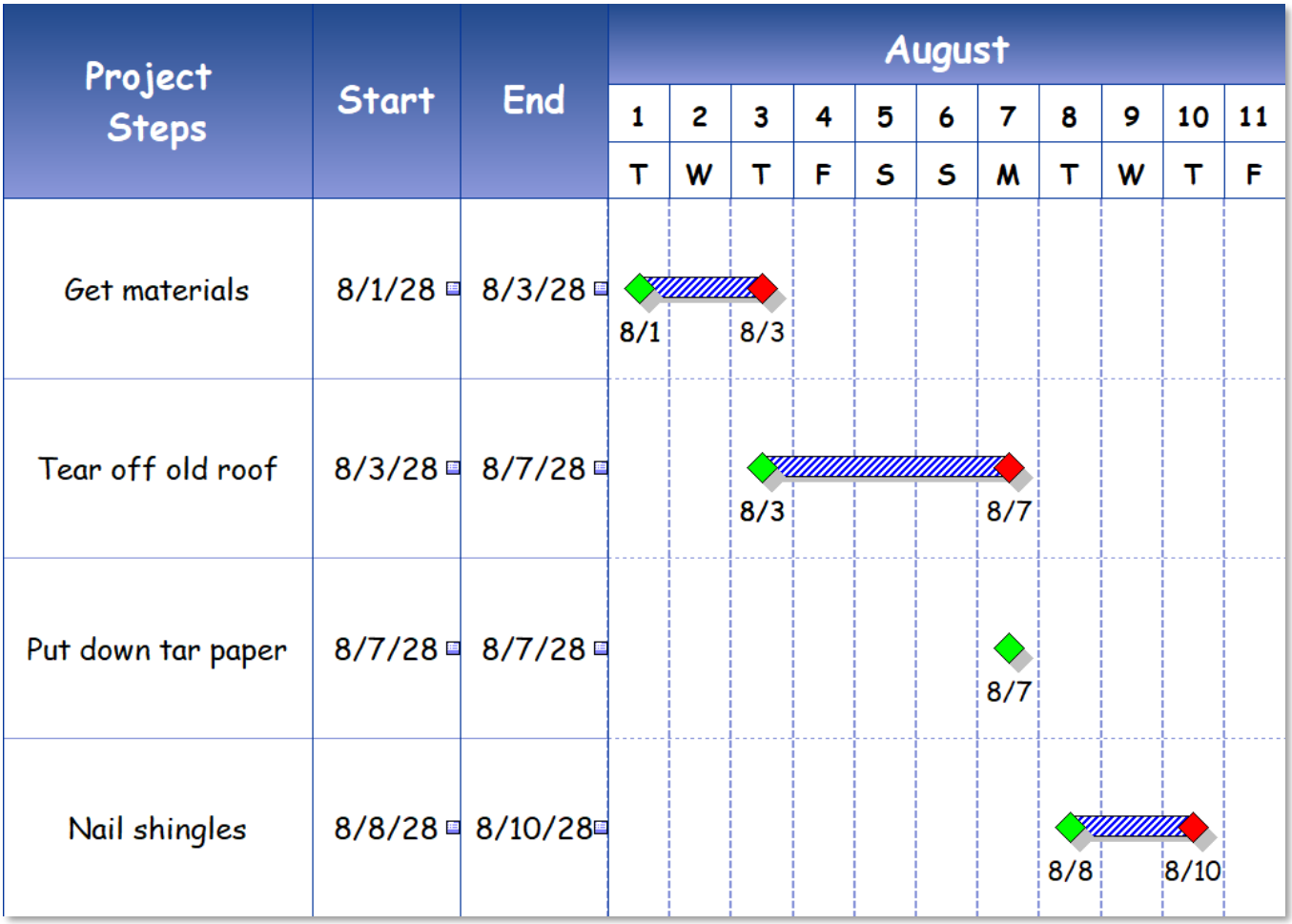
5. Pick *8/10/28.* A striped horizontal bar with a red diamond will be added.





Add a symbol and/or two symbols with a connecting bar

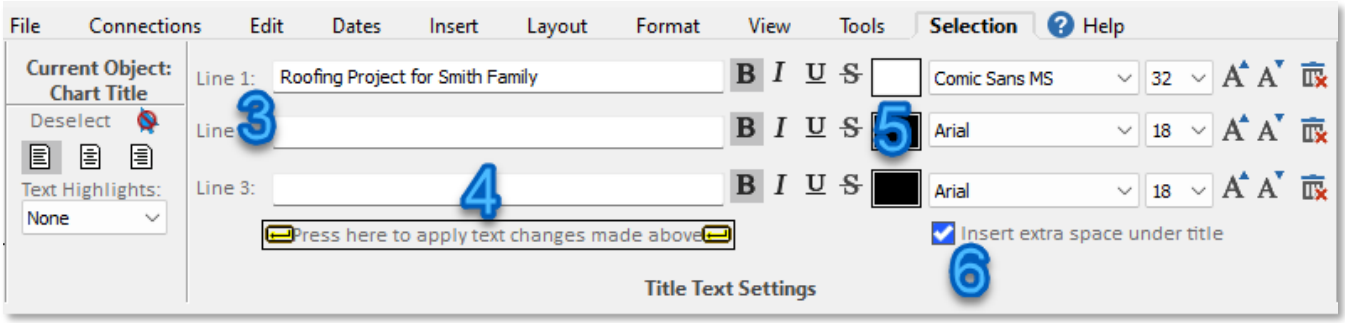
Result



Add a schedule title

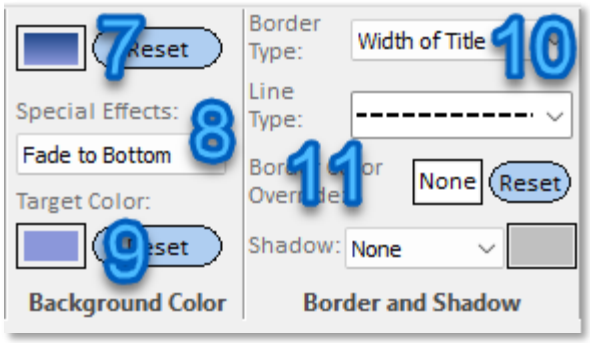
1. Click ↖ (*the toolbox Arrow tool*).
2. Click above the schedule. The **Toolbar** changes to the **Selection** tab showing the chart title properties.

In the **Title Text Settings** section:



3. In **Line 1:** type in *Roofing Project for Smith Family*.
4. Select *Press here to apply text changes made above*
5. Select the *color button*. Choose *White.* (the title temporarily disappears.)
6. ☑ *Insert extra space under title*.

In the *Background Color* section:



7. Choose the *top color button*. Choose *More Colors*: then select Custom Colors: *Dark Blue*.
8. For *Special Effects* choose *Fade to Bottom*.
9. Click Target Color. Choose *More Colors*. Then pick *Custom Colors: Lighter Blue*.

In the *Border Shadow* section:

10. For *Border Type* choose *Width of Title.*
11. For *Line Type*, choose the *9th* option in the drop down.

