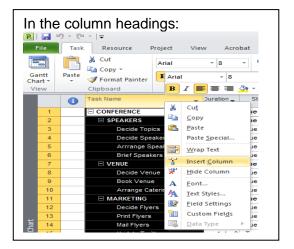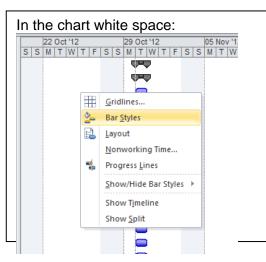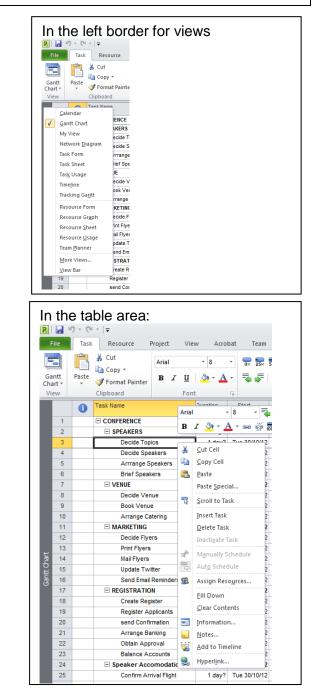# Right Clicking in Microsoft Project

1   If you can't find the command you are looking for, then please remember that where you right click has different results......
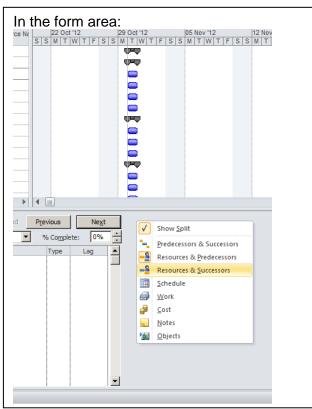
In the tool bars:

In the left border for views

In the column headings:

In the table area:

In the chart white space:

AbleSim

In the form area:

Previous	Next		
% Complete:	0%		
Type	Lag		

- ✓ Show Split
- Predecessors & Successors
- Resources & Predecessors
- Resources & Successors
- Schedule
- Work
- Cost
- Notes
- Objects

On the Gantt bar:

0% 25% 50% 75% 100%

- Format Bar...
- Manually Schedule
- Auto Schedule
- Information...
- Notes...
- Add to Timeline

On the timeline (2010 and later):

Resource   Project   **View**   Acrobat

- Network Diagram
- Calendar
- Other Views
- Team Planner
- Resource Us
- Resource Sh
- Other Views

Task Views   Resource Views

Today   9:00

Task Name		
CONFERENC	y?	Tue
SPEAKER	y?	Tue
Decide	y?	Tue
Decide	y?	Tue
Arrran	y?	Tue
Brief Speakers	1 day?	Tue
VENUE	1 day?	Tue
Decide Venue	1 day?	Tue

- Copy Timeline
- Detailed Timeline
- Zoom to Screen
- Text Styles...
- Insert Task
- ✓ Show Timeline

On the timescale:

ion.mpp [Compatibility Mode] - Microsoft Project

Highlight]   Timescale:
Filter]   Days
Group]

Zoom   Entire Project   Selected Tasks

Zoom

- Timescale...
- Zoom...
- Change Working Time...
- Show/Hide Bar Styles

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