

## CHAPTER 14 PRINTING

**INFocus**

WPL\_J413

Microsoft Project allows you to **print** what is currently on the screen.

In Microsoft Project you can move your project information from the screen to paper by either creating a **report**, or by **printing** the current view. The easiest method is to **print** the current view. You can print the contents of any view, except for a form view.

To do this you need to spend some time and energy setting up the view exactly as you want it to appear on paper. You need to choose the appropriate *view*, a relevant *table* if applicable, and appropriate *filters* and *sort orders* of the data.

Fortunately you can **preview** a print before committing it to paper – and this is very strongly recommended. Previewing a view allows you to see how it will appear on paper and it can save reams of wasted paper.

Form views however cannot be printed. If you have a split view, one pane can be printed at a time. However, if one pane is a form view this will not be printed.

### In this session you will:

- ✓ learn how to print a **Gantt** chart
- ✓ learn how to print a sheet view
- ✓ learn how to print a list of tasks for a resource
- ✓ learn how to print a list of resources required for a task.

# PRINTING A GANTT CHART


One of the more popular *printouts* is a **Gantt chart**. The trick to successfully printing a Gantt chart is to set it up beforehand and then preview it on the screen. When you preview a printout a

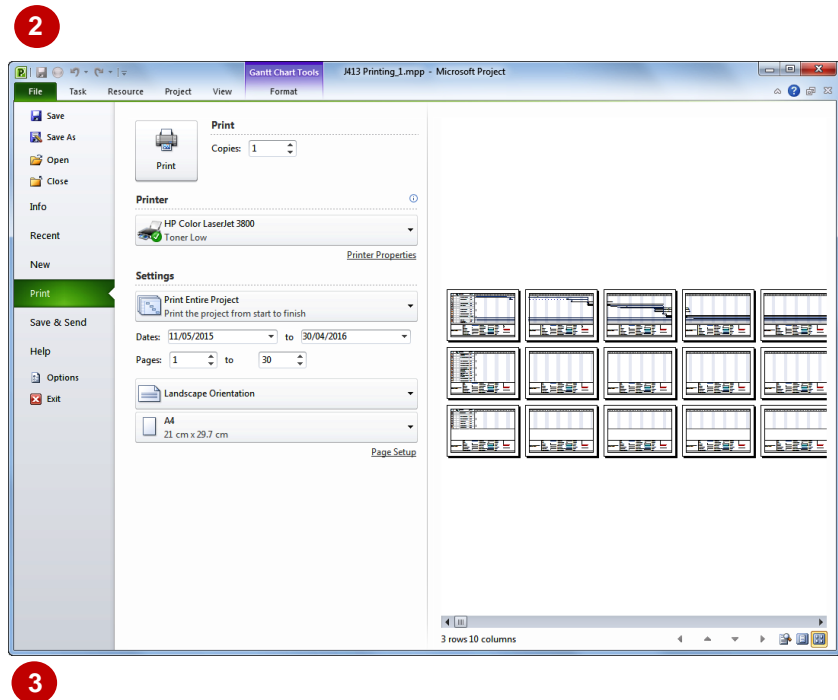
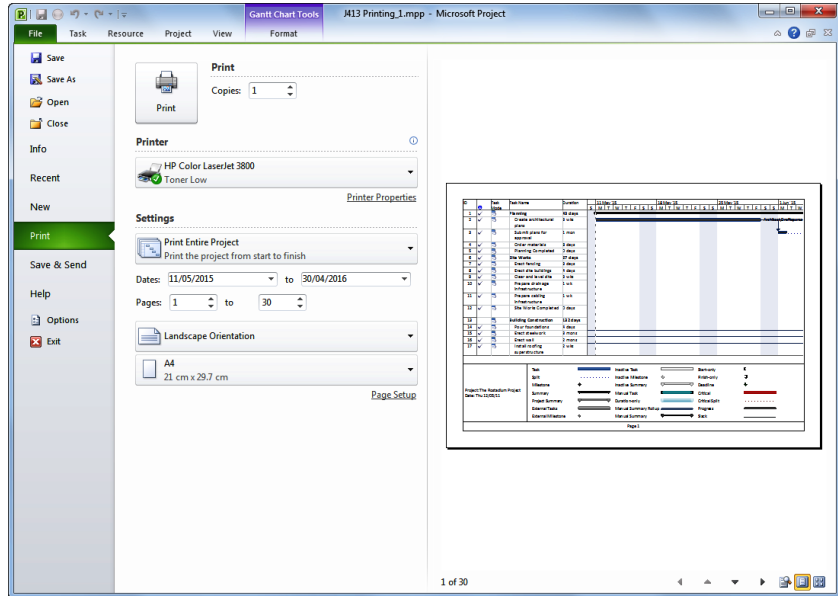
page count will indicate the number of pages that will be printed. There are view buttons at the bottom right of the preview pane for seeing and zooming pages.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *J413 Printing\_1.mpp...*

- 1 Click on the **View** tab on the **Ribbon** and click on **Gantt Chart** in the **Task Views** group
  - 2 Click on the **File** tab and click on **Print** to see the print settings and a preview
  - 3 Click on the **Multiple Page** button  at the bottom right of the preview to see all of the pages – phew!
  - 4 Hover the mouse over any page and click once to zoom in on that page
- Let's print only those tasks for the first calendar month of the project...*
- 5 Click on the date in **To**, type **31/5/15** and press **Enter** to update the preview
  - 6 Ensure that your printer is ready to print, and click on **[Print]**
  - 7 Click on the **Task** tab to return to the project



## For Your Reference...

To print a **Gantt Chart**:

1. Display the **Gantt Chart**, click on the **File** tab and click on **Print**
2. Specify the pages or dates you wish to print
3. Click on **[Print]**

## Handy to Know...

- The page count indicator at the bottom of the preview indicates which page you are currently viewing.

# PRINTING SHEET VIEWS

A printout that is not as popular as the Gantt chart is a **sheet view** printout, but it is certainly just as informative. Remember, there are a number of sheet views, each dictated by a

particular table. When you print a sheet view it will appear on paper as it does on the screen. You can choose the appropriate table, then format it so that the correct data is available for the print out.

## Try This Yourself:

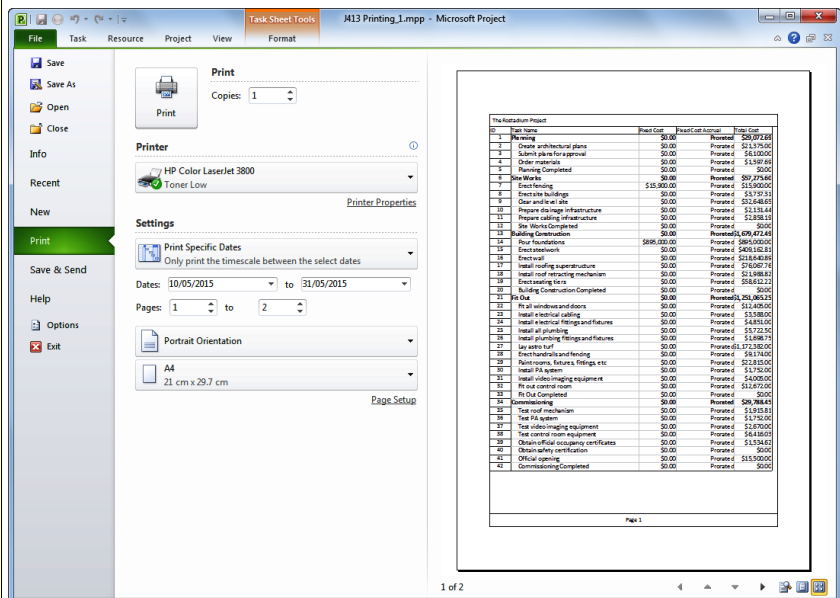
Same File

Continue using the previous file with this exercise, or open the file *J413 Printing\_1.mpp...*

- 1 Click on the **View** tab, click on **Other Views** in the **Task Views** group and click on **Task Sheet**
- 2 Click on **Tables** in the **Data** group and click on **Cost**
- 3 Move the mouse pointer between the column heading for **Task Name** and **Fixed Cost** and double click to perform a best fit
- 4 Repeat step 3 for other columns that need fitting
- 5 Click on the **File** tab and click on **Print** to see a preview of the sheet
- 6 Click on **Print Specific Dates** (below **Settings** on the left) and click on **Print Entire Project**
- 7 Click on **Portrait Orientation** and click on **Landscape Orientation**
- 8 Ensure that your printer is ready to print, and click on **[Print]**
- 9 Click on the **Task** tab to return to the project

Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Baseline	Variance
<b>Planning</b>	<b>\$0.00</b>	<b>Prorated</b>	<b>\$29,072.69</b>	<b>\$29,072.69</b>	<b>\$0.00</b>
Create architectural plans	\$0.00	Prorated	\$21,375.00	\$21,375.00	\$0.00
Submit plans for approval	\$0.00	Prorated	\$6,100.00	\$6,100.00	\$0.00
Order materials	\$0.00	Prorated	\$1,597.69	\$1,597.69	\$0.00
Planning Completed	\$0.00	Prorated	\$0.00	\$0.00	\$0.00
<b>Site Works</b>	<b>\$0.00</b>	<b>Prorated</b>	<b>\$57,275.60</b>	<b>\$57,275.60</b>	<b>\$0.00</b>
Erect fencing	\$15,900.00	Prorated	\$15,900.00	\$15,900.00	\$0.00
Erect site buildings	\$0.00	Prorated	\$3,737.31	\$3,737.31	\$0.00
Clear and level site	\$0.00	Prorated	\$32,648.65	\$32,648.65	\$0.00
Prepare drainage infrastructure	\$0.00	Prorated	\$2,131.44	\$2,131.44	\$0.00
Prepare cabling infrastructure	\$0.00	Prorated	\$7,858.19	\$7,858.19	\$0.00

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## For Your Reference...

To print a **sheet view**:

1. Display the sheet in the project ensuring all columns are visible
2. Click on the **File** tab and click on **Print**
3. Specify the pages or dates you wish to print
4. Click on **[Print]**

## Handy to Know...

- Prior to printing a sheet view, you can format, hide or even move columns so that just the correct amount of data is made available for the printout.

# PRINTING TASKS FOR RESOURCES

Once you have mastered the skills in printing you can concentrate on developing some useful printouts. One of these is a **jobs list** for your resources. This can be done using a combination

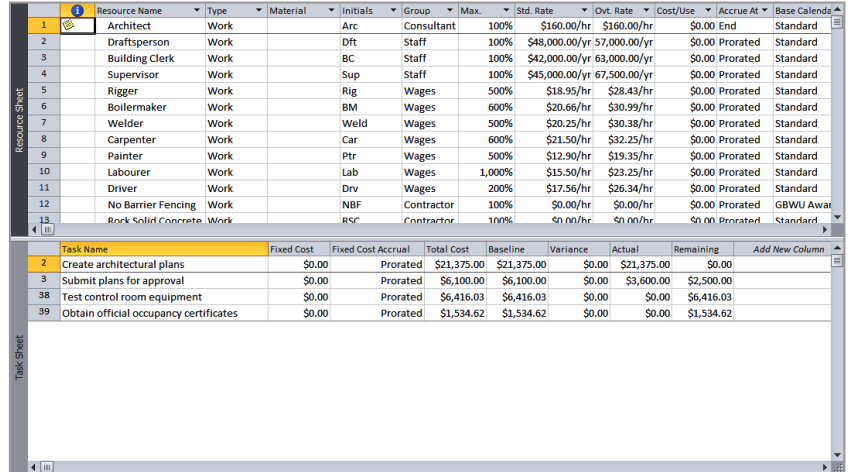
view where the top pane shows the resources in the project, while the lower pane lists the tasks undertaken by the resource that is currently selected in the top pane.

## Try This Yourself:

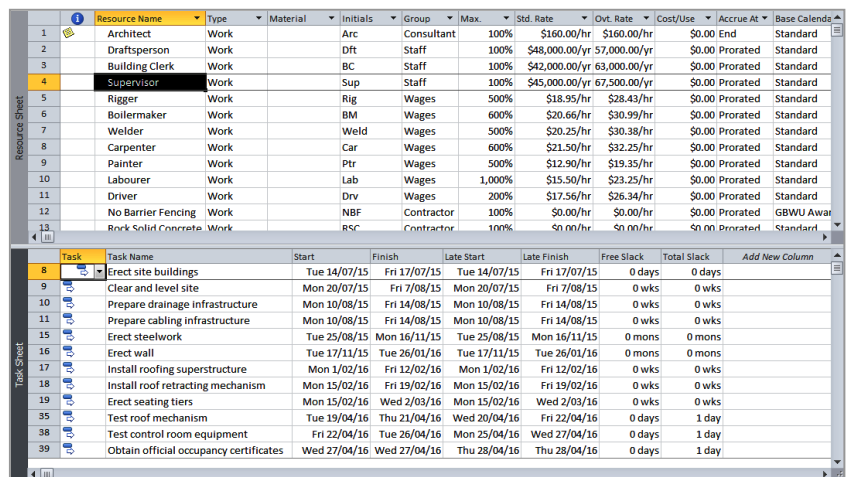
Same File

Continue using the previous file with this exercise, or open the file J413 Printing\_1.mpp...

- 1 Click on the **View** tab on the **Ribbon** and click on **Resource Sheet** in the **Resource Views** group
- 2 Click on **Details** in **Split Views**, click on the drop arrow for **Details** and click on **Task Sheet** to see a task sheet in the lower pane
- 3 Click on **Supervisor** in the top pane to see all of the tasks for this resource in the lower pane
- 4 Click in the lower pane, click on **Tables** in the **Data** group and click on **Schedule**
- 5 Double click between the column headings where necessary
- 6 Click on the **File** tab and click on **Print** to see a preview of the tasks worked by the supervisor
- 7 If you wish, print the listing
- 8 Click on the **Task** tab to return to the project



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## For Your Reference...

To print **tasks** for **resources**:

1. Set up a split view with resources at the top and tasks at the bottom
2. Click on the desired resource in the top pane, then click in the lower pane
3. Click on the **File** tab and click on **Print**

## Handy to Know...

- This type of printing is for quick and dirty lists of tasks. When you print the tasks using this technique there is no mention of the resource you are printing the tasks for. Microsoft Project actually has **reports** that are better for more formal documents and printing.

# PRINTING RESOURCES FOR TASKS


Another useful printout is the opposite of the previous one – in this one you print a list of resources for a particular task. Again a combination view set up with the correct sheet is

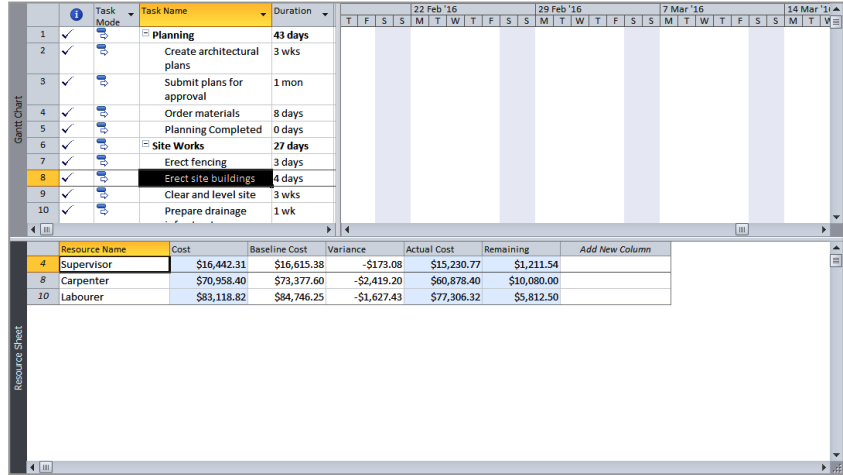
required to create this printout. The top pane shows the tasks while the lower pane shows the required resources.

## Try This Yourself:

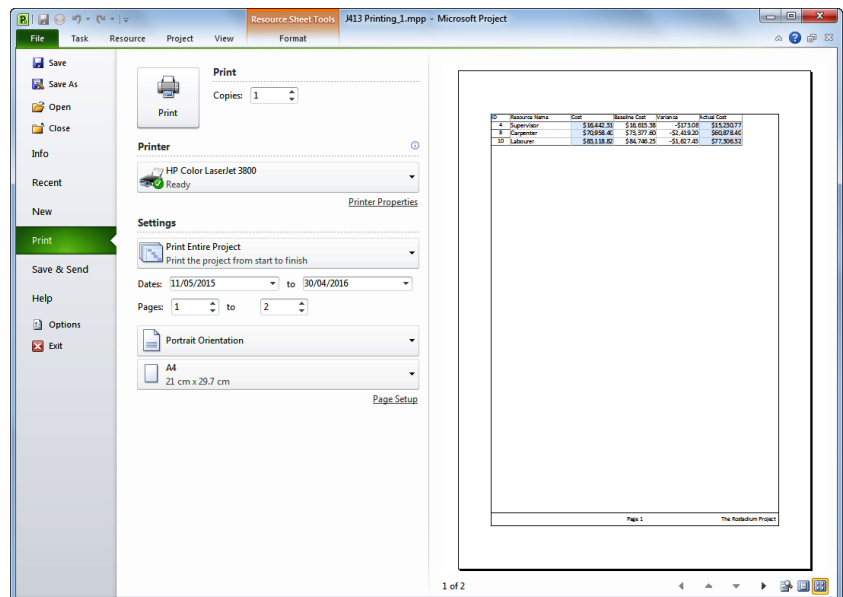
Same File

Continue using the previous file with this exercise, or open the file J413 Printing\_1.mpp...

- 1 Click in the top pane, click on the **View** tab on the **Ribbon**, click on **Gantt Chart** in the **Task Views** group
- 2 Click on **Erect site buildings** in the top pane
- 3 Click on the drop arrow  for **Details** and click on **Resource Sheet** to see a resource sheet in the lower pane
- 4 Click in the lower pane, click on **Tables** in the **Data** group on the **Ribbon** and click on **Cost**
- 5 Click on the **File** tab and click on **Print** to see a preview of the resources required for the task
- 6 If you wish, print the listing
- 7 Click on the **Task** tab to return to the project



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## For Your Reference...

- To print **resources** required by a **task**:
1. Set up a split view with tasks at the top and resources at the bottom
  2. Click on the desired task in the top pane, then click in the lower pane
  3. Click on the **File** tab and click on **Print**

## Handy to Know...

- There's not a lot of choice in the way of resource tables. However, you can actually build your own custom tables to use for quick and dirty printouts like the one done here.

## NOTES:

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