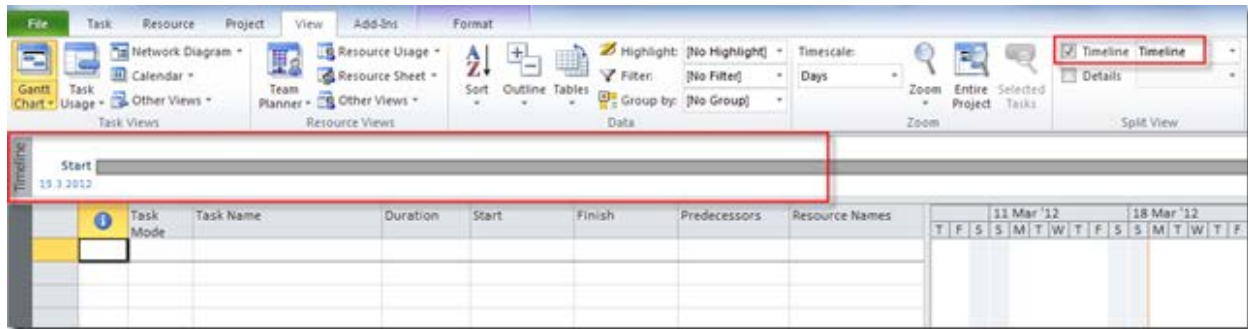


Timeline View in Microsoft Project 2010

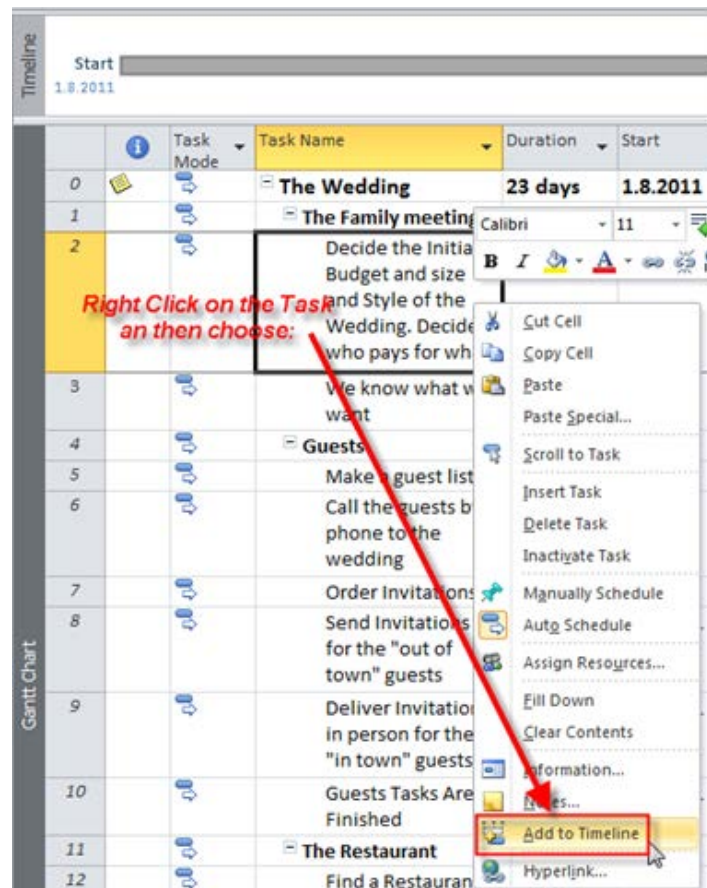
A new feature in **Microsoft Project 2010** is Timeline View!

You can turn it on or off like this:



What is it? Primary it is excellent Reporting tool. I will explain how to use it!

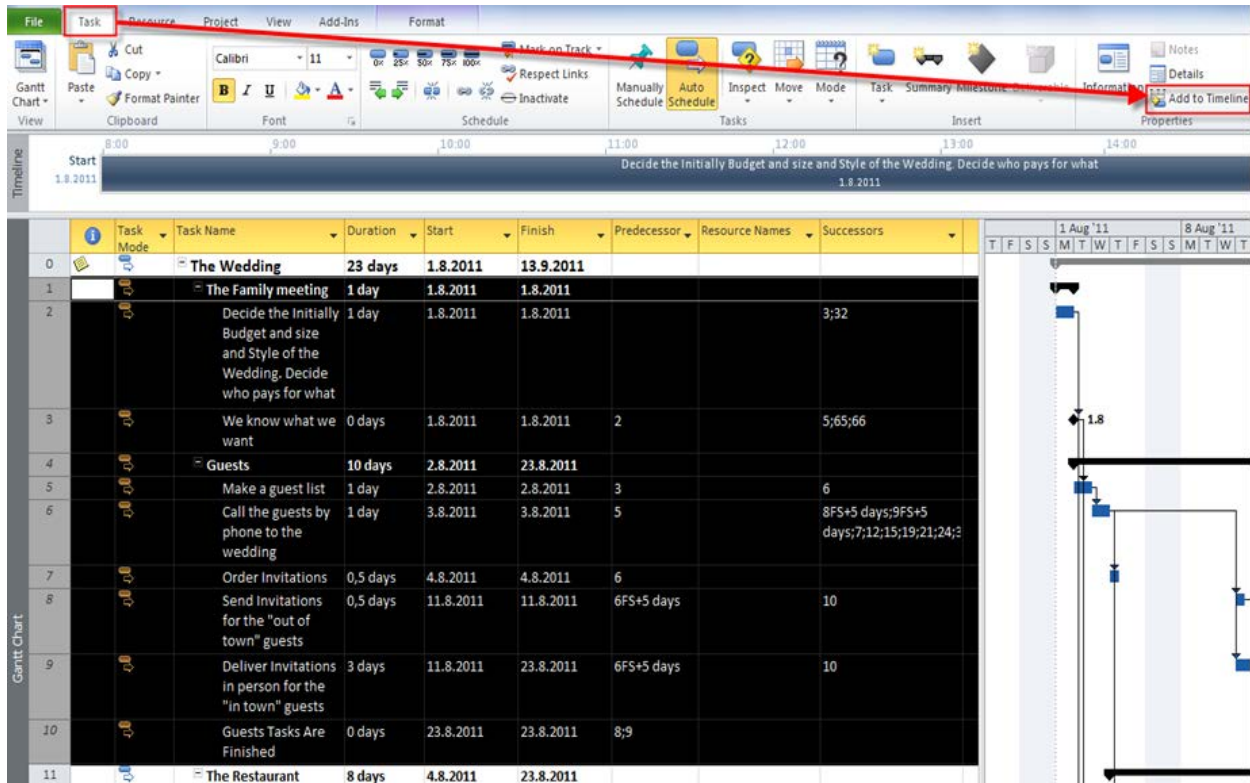
I have a project and I want to add a Task to a Timeline. I can do it like this:



and I will get:



Task is on the Timeline. Since the Timeline View makes sense only if I have a group of Tasks on it I will put the whole *Family meeting*, and *Guest* task group on it like this:



and I will get:

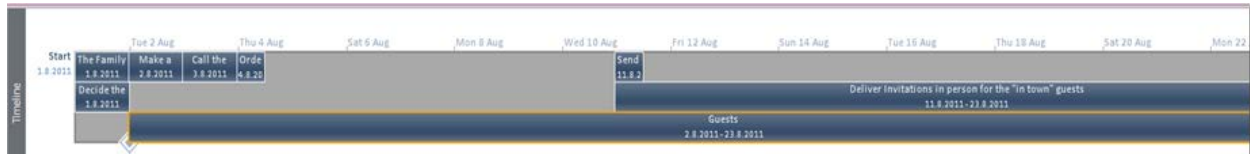


OK! I have Tasks and Milestones in the Timeline View. I can now rearrange this view in many ways.

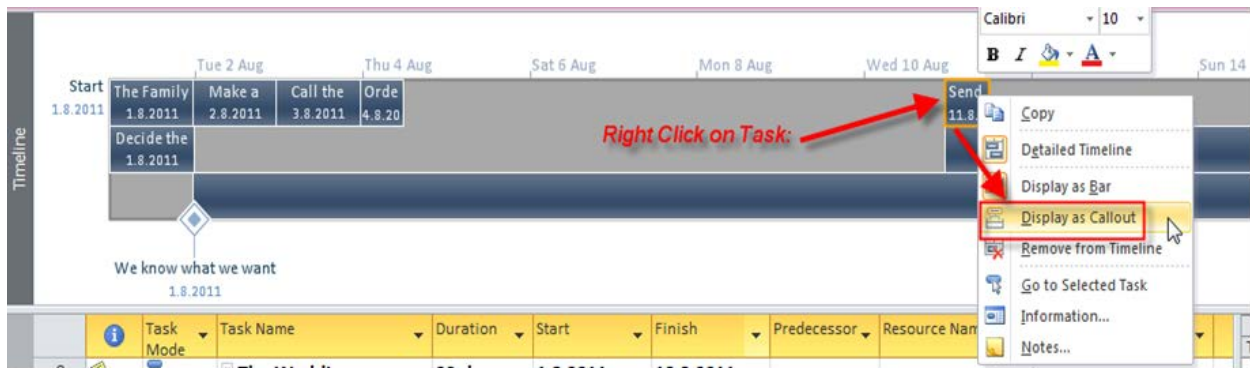
For example, I can drag the Task in the new row:



and I will get:



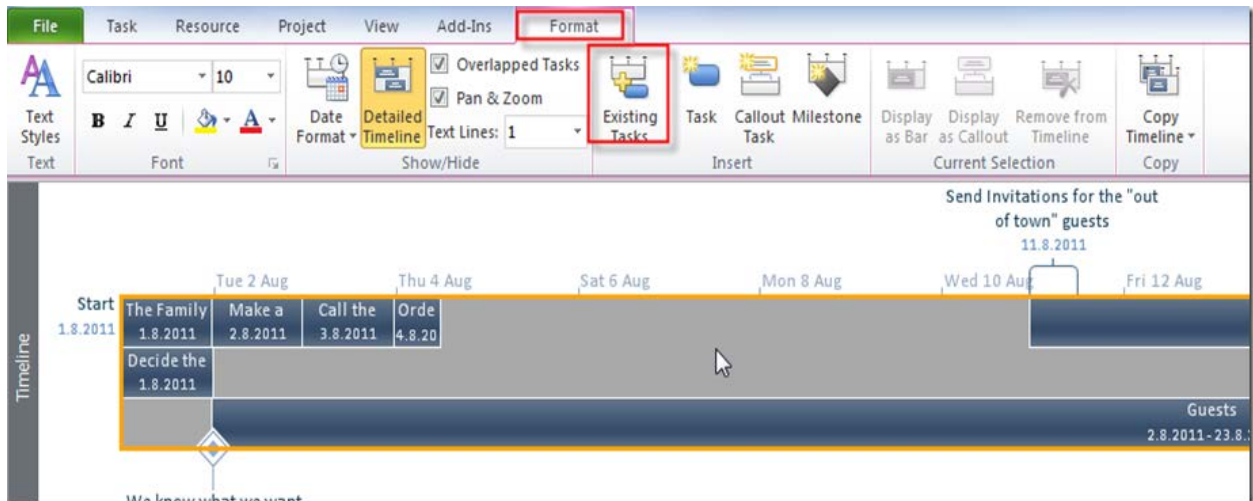
I can do that for more than one Task at the same time, of course. I can make a Task as *Display as Callout*:



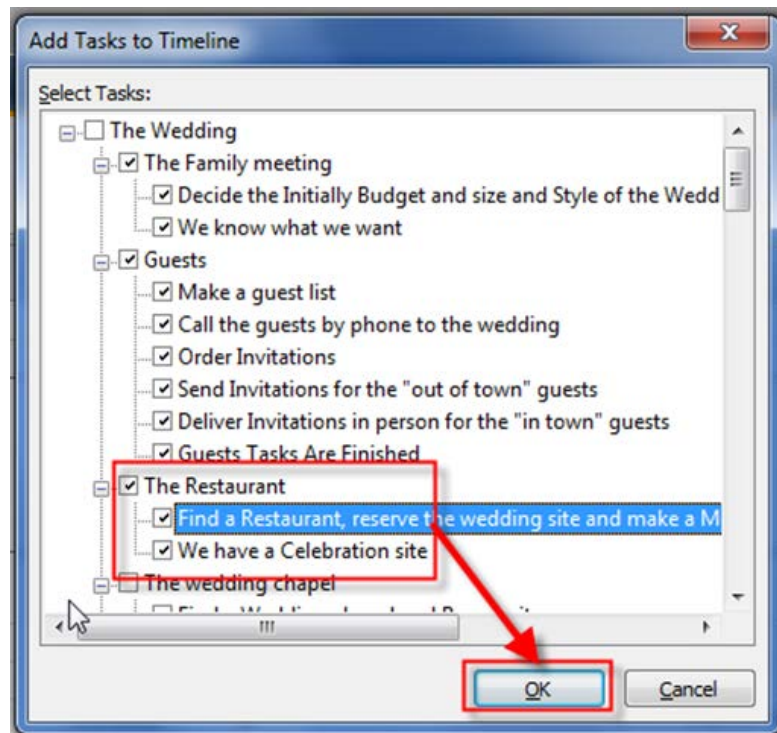
and I will get:



Now I want to add all Tasks from *The Restaurant* group. I will click anywhere in the Timeline and then I will choose the *Format* Tab:



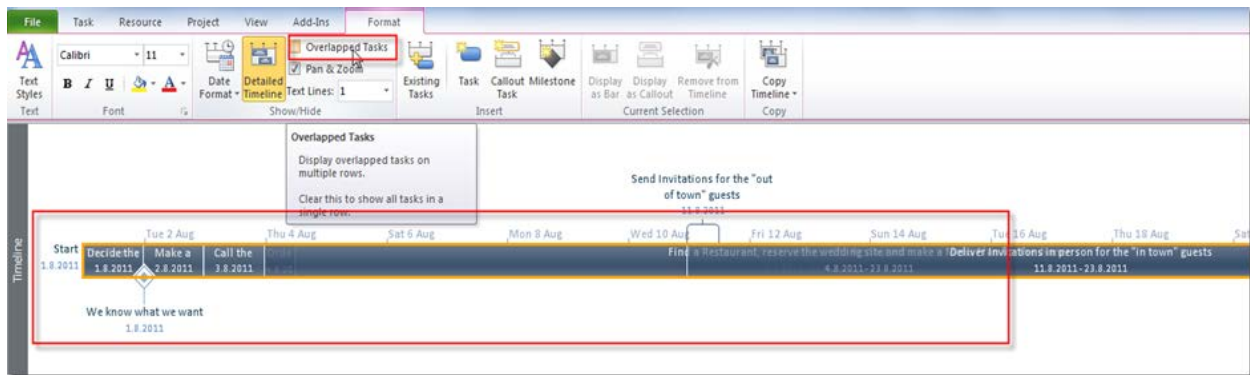
and I will get:



After I choose new Tasks from the existing Tasks, I will get:



You can see that parallel Tasks (overlapping Task are shown in separate rows). I can turn it off like this:



I am not satisfied with that so I will turn this thing on again!

There are many other possibilities with Timeline (like formatting, etc), and if you will use it (and I recommend it), you should spend some time to make it fit your requirements.