

MS Project Example

Project Management Unit #4a

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L24.02 MS Project Example

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New Project Screen

• On starting Project a blank template will appear.

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	0	Task Name	Duration	I WTFS	Jul 18, 'I S S M T	04 W T F S	Jul 25, S S M	'04 T W T	FSSN	1,'04 1 T W T	Aug 8, '0 F S S M T	4 W T F S	Aug 15, '04 S M T W	/ T F S S	Aug 22, '04 S M T W T	Aug 29 F S S M T	,'04 🔺
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Basic Project Information

• From the "Project" menu select "Project Information" and enter the anticipated project start date.

Start <u>d</u> ate:	Mon 1/24/05	•
Einish date:	Mon 7/26/04	÷
Schedu <u>l</u> e from:	Project Start Date	-
	All tasks begin as soon as possible.	
Current date:	Mon 7/26/04	-
<u>S</u> tatus date:	NA	•
<u>S</u> tatus date: C <u>a</u> lendar:	NA Standard	•
		-

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Enter the major tasks

- Type in the major tasks (WBS level 1) in the "Task Name" box.
- Each row is a separate task
- Do not worry about the rest of the columns for now

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[[]]		0	Task Name	Duration	Start	Finish	Predecessors	Ri), '05	Jan 23, '05 F S S M T W T F	Jan 30, '05	Feb 6, '05
	1		Power System	1 day?	Mon 1/24/05	Mon 1/24/05					
Calendar	2		Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
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Insert Rows

- Select the row above which you want to insert a subunit
- Select "New Task" from the "Insert" menu
- To delete a row, select the row and press the "Delete" key

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0	Task Name	Duration	Start	Finish	Predecessors	R	Jan 23, '05 Jan	30, '05 Feb 6	i, '05
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05			SMTWTFSSN	ATVVTFSSM	TWT
2	Fower System	i uay?	WOLT 1724/05	MULT 1724705					
3	21								
4									
5									
6									
7									
8	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
9	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05					
10	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05					
11	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05					
12	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05					
13	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05					
14	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05					
15	Management	1 day?	Mon 1/24/05	Mon 1/24/05					

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Enter the subunit task names

- Type in the name of the subunit task in the "Task Name" field
- Subunits are "indented" with the right arrow on the task bar
- When subunits are so "indented" the major unit will become bold and the Gantt chart bar will change shape

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	Integrate & Test					
0	Task Name	Duration	Start	Finish	Predecessors	Ri Jan 23,'05 Jan 30,'05 Feb 6,'05 S M T W T F S S M T W T F S S M T W
1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05		
2	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05		
3	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
4	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
5	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
6	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05		
7	Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05		
8	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05		
9	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05		
10	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05		
11	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05		
12	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05		
13	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05		
14	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05		
15	Management	1 day?	Mon 1/24/05	Mon 1/24/05		

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Complete entering WBS

• Process of inserting rows, typing in the task name and indenting the subunit continues until all tasks in the WBS are entered

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	0	Task Name	Duration	Start	Finish	Predecessors F Jan 23, '05 Jan 30, '05 S M T W T F S M T W T F S M T W T F S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T <
1		Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2		Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3		FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4		DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5		DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6		CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
7		Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	
8		FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
9		Establish Control Requirements	s 1 day?	Mon 1/24/05	Mon 1/24/05	
10		Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
11		Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
12		Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
13		Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
14		DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
15		FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16		Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
17		Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
18		Data Archive Unit	1 day?		Mon 1/24/05	
19		Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
20		Auxiliary Transmitter	1 day?		Mon 1/24/05	
21		Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
22		Thermal Control	1 day?		Mon 1/24/05	
23		System Integration & Test	1 day?		Mon 1/24/05	
24		Management	1 day?	Mon 1/24/05	Mon 1/24/05	

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Display the WBS code

- Select the "Information" column, right click and choose "Hide Column".
- Next select the "Task Name" column and from the "Insert" menu select "Column". The following pop-up will appear.
- Choose "WBS" as the "Field name"

Column	Definition		? 🔀
Field <u>n</u> ame	e: ID	F	ОК
<u>T</u> itle:	VAC WBS	•	Cancel
<u>Align title:</u>	WBS Predecessors WBS Successors		Best Fit
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Showing the WBS code

• The correct WBS code number will now be displayed for all tasks

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	WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
	1100	Tusk Hume	Daradori	Start	Tunon	S S M T W T F S S M T W T F S S M T W T
1	1	E Power System	1 day?	Mon 1/24/05	Mon 1/24/05	
2	1.1	Power Source	1 day?	Mon 1/24/05	Mon 1/24/05	
3	1.2	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
4	1.3	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
5	1.4	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	1.5	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	***
7	1.5.1	Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	
8	1.5.2	🖃 FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
9	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05	
10	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
11	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
12	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
13	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
14	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
15	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16	1.6	Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
17	2	Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
18	3	Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
19	4	Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
20	5	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	
21	6	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	
22	7	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	
23	8	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
24	9	Management	1 day?	Mon 1/24/05	Mon 1/24/05	

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Task bars

• With all subunits inserted the lowest level will be blue rectangles and higher levels will be black bars with points on the ends.

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	Powe	er Source				
	WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
2	1.1	+ Power Source	1 day?	Mon 1/24/05		S S M T W T F S S M T W T F S S M T
4	1.2	FCU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	
6	1.3	DAU HD Supply	1 day?	Mon 1/24/05	Mon 1/24/05	•••
8	1.4	DAU Supply	1 day?	Mon 1/24/05	Mon 1/24/05	•••
10	1.5	CubeSat Supply	1 day?	Mon 1/24/05	Mon 1/24/05	•••
11	1.5.1	+ Interface to power source	1 day?	Mon 1/24/05	Mon 1/24/05	•••
13	1.5.2	E FCU Control Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
14	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05	Mon 1/24/05	
15	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
16	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
17	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
18	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
19	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	**
21	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	**
23	1.6	표 Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	•••
25	2	🗄 Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	**
27	3	🗄 Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
29	4	🗄 Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
31	5	🗄 Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	~
33	6	Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	•••
35		Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	***
37	8	E System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	••••
39	9	🗄 Management	1 day?	Mon 1/24/05	Mon 1/24/05	~

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Distinguishing different levels

- You can change the color of the task bar to distinguish between the different levels in your WBS
- Select the task bar to change (in the Gantt chart area), right click and select "Format Bar".
- Change the color of the "Start", "Middle" and "End"

Bar Shape	Bar Text	
Start	Middle	End
Shape: 🛡 💌	Shape:	Shap <u>e</u> :
Type: Solid 💌	Pattern:	▼ Type: Solid
Color: 🖬 Black 💌	Color: Black	Color: 🖬 Black
Sample:	Black Red Yellow Lime Aqua Blue Fuchsia White Maroon	Са



Results after task bar change

• The results of changing the task bar color are shown below

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		1					
		WBS	Task Name	Duration	Start	Finish	Jan 23, '05 Jan 30, '05 Feb 6, '05
	1	1	Power System	1 day?	Mon 1/24/05	Mon 1/24/05	S S M T W T F S S M T W T F S S M T W T F S
ar	2	1.1	Power Source	1 day?	Mon 1/24/05		
	4	1.2	E FCU Supply	1 day?	Mon 1/24/05	1912-1910-1018-1018	
	6	1.3	DAU HD Supply	1 day?	Mon 1/24/05		- T T
8	8	1.4	DAU Supply	1 day?	Mon 1/24/05		
	10	1.5	CubeSat Supply	1 day?	Mon 1/24/05	10000000000000000000000000000000000000	
	11	1.5.1	Interface to power source	1 day?	Mon 1/24/05		
	13	1.5.2	E FCU Control Interface	1 day?	Mon 1/24/05	100 100 100 100 100 100 100 100 100 100	
k.	14	1.5.2.1	Establish Control Requirements	1 day?	Mon 1/24/05		
n	15	1.5.2.2	Design control interface	1 day?	Mon 1/24/05	Mon 1/24/05	
	16	1.5.2.3	Prototype & test design	1 day?	Mon 1/24/05		
	17	1.5.2.4	Complete design	1 day?	Mon 1/24/05	Mon 1/24/05	
	18	1.5.2.5	Implement & test design	1 day?	Mon 1/24/05	Mon 1/24/05	
	19	1.5.3	DC/DC Converters	1 day?	Mon 1/24/05	Mon 1/24/05	
	21	1.5.4	FCU Monitoring Interface	1 day?	Mon 1/24/05	Mon 1/24/05	
ig 🛛	23	1.6	± Integrate & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
	25	2	🛨 Flight Control Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
	27	3	🛨 Data Archive Unit	1 day?	Mon 1/24/05	Mon 1/24/05	
	29	4	포 Data Archive Disk	1 day?	Mon 1/24/05	Mon 1/24/05	
ie 🛛	31	5	Auxiliary Transmitter	1 day?	Mon 1/24/05	Mon 1/24/05	**
	33	6	🗄 Mechanical Structure	1 day?	Mon 1/24/05	Mon 1/24/05	~~
	35	7	Thermal Control	1 day?	Mon 1/24/05	Mon 1/24/05	**
	37	8	System Integration & Test	1 day?	Mon 1/24/05	Mon 1/24/05	
e	39	9	🗄 Management	1 day?	Mon 1/24/05	Mon 1/24/05	**

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Set the task durations

- Now enter the time associated with each task in the "Duration" field. See the MS Project Help for choices on units.
- Set durations for the lowest level tasks and the total time will be summarized or rolled-up to the next highest level.

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		Sy	stem Integration & Test												
		WBS	Task Name	Duration	Start	Finish	Predecessors	Re	Jan 2			Jan 30, '05 SIM T DAVI 1	r IF IS	Feb 6, '05 S M T W T F	Feb 13, '05
H	1	8	1 🖻 Power System	10 days	Mon 1/24/05	Fri 2/4/05		-			3.	5 191 1 991 1		3 101 1 101 1 17	
	2	1.	1 E Power Source	5 days	Mon 1/24/05	Fri 1/28/05			-		-				
	4	1.	2 🗄 FCU Supply	10 days	Mon 1/24/05	Fri 2/4/05			-						
	6	1.	3 🗄 DAU HD Supply	5 days	Mon 1/24/05	Fri 1/28/05			-		-				
	8	1.	4 🗄 DAU Supply	10 days	Mon 1/24/05	Fri 2/4/05			-						
	10	1.	5 🗉 CubeSat Supply	4 days	Mon 1/24/05	Thu 1/27/05			-						
	11	1.5.	1	2 days	Mon 1/24/05	Tue 1/25/05			-	-					
	13	1.5.	2 E FCU Control Interface	4 days	Mon 1/24/05	Thu 1/27/05				~					
	14	1.5.2.	1 Establish Control Requirements	1 day	Mon 1/24/05	Mon 1/24/05	2]					
	15	1.5.2.	2 Design control interface	2 days	Mon 1/24/05	Tue 1/25/05									
	16	1.5.2.	3 Prototype & test design	4 days	Mon 1/24/05	Thu 1/27/05									
	17	1.5.2	4 Complete design	1 day	Mon 1/24/05	Mon 1/24/05				1					
	18	1.5.2.	5 Implement & test design	2 days	Mon 1/24/05	Tue 1/25/05									
	19	1.5.	3 DC/DC Converters	3 days	Mon 1/24/05	Wed 1/26/05				-					
	21	1.5.	4 • FCU Monitoring Interface	3 days	Mon 1/24/05	Wed 1/26/05			-	-					
	23	1.	6 🕀 Integrate & Test	3 days	Mon 1/24/05	Wed 1/26/05			-	~					
	25		2 🛨 Flight Control Unit	10 days	Mon 1/24/05	Fri 2/4/05			-	~ ~					
	27		3 🛨 Data Archive Unit	10 days	Mon 1/24/05	Fri 2/4/05			-						
	29		4 王 Data Archive Disk	3 days	Mon 1/24/05	Wed 1/26/05			-						
	31		5 🗄 Auxiliary Transmitter	5 days	Mon 1/24/05	Fri 1/28/05			-	12.898	-				
	33		6 🛨 Mechanical Structure	10 days	Mon 1/24/05	Fri 2/4/05			-						
	35		7 🗄 Thermal Control	5 days	Mon 1/24/05	Fri 1/28/05					-				
	37		8 🛨 System Integration & Test	6 days	Mon 1/24/05	Mon 1/31/05			-						
2	39		9 🗄 Management	50 days	Mon 1/24/05	Fri 4/1/05			-						

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Set the task predecessors

- Enter the task dependence (i.e. which tasks must be complete prior to starting the next task) in the "Predecessors" field.
- You need to use the row number, not the WBS code.

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			The second	22		118398-33		
_	s - 1	WBS	Task Name	Duration	Start	Finish	Predecessors	Re Jan 23, '05 Jan 30, '05 Feb 6
	1	1	Power System	10 days	Mon 1/24/05	Fri 2/4/05		FSSMTWTFSSMTWTFSSM
ndar	2	1.1	Power Source	5 days	Mon 1/24/05	Fri 1/28/05		
3	4	1.2		10 days	Mon 1/24/05	Fri 2/4/05		
	6	1.3	DAU HD Supply	5 days	Mon 1/24/05	Fri 1/28/05		
ntt	8	1.4	🗄 DAU Supply	10 days	Mon 1/24/05	Fri 2/4/05		
art	10	1.5	CubeSat Supply	10 days	Mon 1/24/05	Fri 2/4/05		
	11	1.5.1		2 days	Mon 1/24/05	Tue 1/25/05		
	13	1.5.2	FCU Control Interface	10 days	Mon 1/24/05	Fri 2/4/05		
vork ram	14	1.5.2.1	Establish Control Requirements	1 day	Mon 1/24/05	Mon 1/24/05		
	15	1.5.2.2	Design control interface	2 days	Tue 1/25/05	Wed 1/26/05	14	
	16	1.5.2.3	Prototype & test design	4 days	Thu 1/27/05	Tue 2/1/05	15	
sk 🕹	17	1.5.2.4	Complete design	1 day	Wed 2/2/05	Wed 2/2/05	16	
ige	18	1.5.2.5	Implement & test design	2 days	Thu 2/3/05	Fri 2/4/05	17	
-	19	1.5.3	DC/DC Converters	3 days	Mon 1/24/05	Wed 1/26/05		
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king	23	1.6	🛨 Integrate & Test	3 days	Mon 1/24/05	Wed 1/26/05		
htt	25	2	Flight Control Unit	10 days	Mon 1/24/05	Fri 2/4/05		· · · · · · · · · · · · · · · · · · ·
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424 urce	37	3.72	System Integration & Test	6 days	Mon 1/24/05	Mon 1/31/05		
et i	39	9	🗄 Management	50 days	Mon 1/24/05	Fri 4/1/05		
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Enter all predecessors

• Here all the task predecessors are determined and entered, but the Gantt chart now needs room to display fully

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Set the timescale of the chart

- From the "Format" menu select "Timescale"
- Set the Major Scale to Months
- Set the Minor Scale to Weeks

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After timescale change

• Now the full Gantt chart from project start to end can be displayed

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Make an image for documents

- To make a GIF image that can be inserted into documents, first arrange the chart and task info boundaries to display just what you want.
- From the "Edit" menu select "Copy Picture"
- Select "To GIF image file:" and enter a filename for the image

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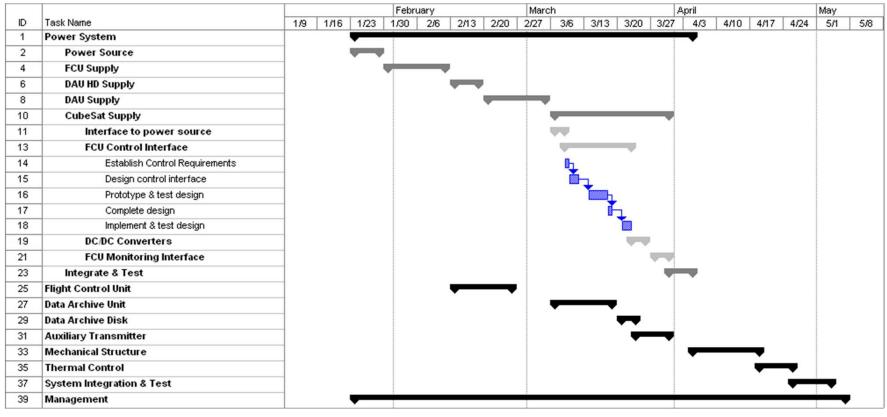
- Select what to copy: Rows on screen or Selected Rows
- Select the timescale as either what is shown on the screen or for specific dates
- Click OK and the image will be generated.

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Final version of project

• Below is the GIF image of the example project ready to be inserted in a document.



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