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## Launch Tip of the Month November 2022

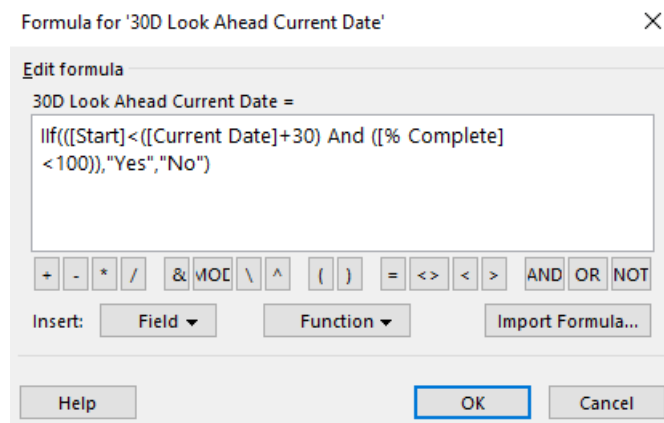
Microsoft Project helps project managers keep track of important dates such as deadlines, resource assignments, costs, and constraints. The filter tool is a powerful way to look at subsets of tasks. One of the built-in filters allows you to view tasks that fall within a certain date range. However, it can be burdensome to use, and it includes tasks that have already been completed.

Many companies ask if there is a way to quickly view uncompleted tasks that occur in the next 14 days, 21 days, or 30 days. We call these look aheads.

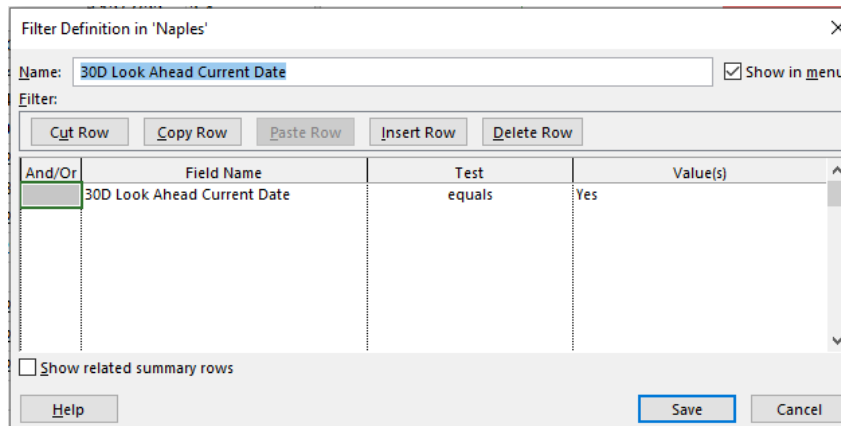
The process involves creating a custom field that identifies the tasks you want to include, creating a filter that filters only those tasks, and creating a view that shows them.

To build a look ahead:

1. Select Project>Custom Fields and change the Type field to Flag.
2. Rename the Flag field with an appropriate name such as 30-Day Look Ahead.
3. Click the Formula button and enter the following formula:



4. Click OK.
5. Select View>Filter>New Filter.
6. Create and apply the following filter:



7. Select View>Other Views>Save View and give the view a name. When you switch to this view, it will display the view with the filter.
8. If you want this new view to be available in all future plans, you need to select File>Organizer and copy the flag field you created, the new filter, and the new view to Global.mpt.

Note: Depending on the options you have set, the filter and view may have been copied to Global.mpt automatically. The custom field must be copied manually.

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## Featured Course: Microsoft Project: Advanced Features

Microsoft Project: Advanced Features  
6 Hours

It is highly recommended that you take Microsoft Project: Getting Started with Microsoft Project first.

- Using PERT to calculate durations
- Using Task Paths
- Splitting tasks
- Creating recurring tasks
- Activating and inactivating tasks
- Using the mouse in the Gantt Chart and Calendar
- Review of building a project
- Creating and linking an external resource pool
- The Resource Information dialog box
- Modifying resource assignments
- Assigning resources, effort driven scheduling and task types

- Setting a baseline
- Entering actuals
- Updating a project as complete through a date
- Rescheduling uncompleted work
- Setting and displaying multiple baselines
- Displaying a project summary task
- Accessing built-in views and creating custom views
- Formatting tasks on the Gantt chart
- Displaying the current date and the status date in the Gantt chart
- Customizing the timescale portion of the Gantt chart view
- Formatting task bars based on task type
- Customizing the timescale
- Accessing built-in tables and creating custom tables
- Formatting text in the Entry table based on task type
- Creating custom fields
  - Adding a lookup field to a custom field
  - Adding a calculation to a custom field
  - Adding graphical indicators to a custom field
  - Adding an outline code to a custom field
- Using standard and highlight filters
- Creating custom filters
- Sorting project information
- Using and customizing groups
- Creating custom reports
- Using the Organizer to manage custom objects
- Customizing WBS codes
- Creating master projects with subprojects
- Using cross project linking
- Creating overhead tasks
- Creating a look ahead
- Setting work contours
- Using hyperlinks
- Saving a view as a PDF
- Using the Timeline view
- Understanding program options

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