Microsoft Project Quick Reference

Set the Project Start Date

1. Click Project.

2. Click Project Information.

3. Enter the start date in the Start Date field.

View the Critical Path

1. Click Format.

2. Click the Critical Tasks check box.

3. The critical path will be visible in red on the Gantt chart.
Set a Baseline

1. Click Project.

2. Click Set Baseline > Set Baseline.

3. Click Set Baseline > Baseline X.
   a. Leave “Baseline” as your original copy and select Baseline 1 or above.

4. Click Entire Project.

5. Click OK.
Compare to Baseline

Compare the current schedule with a schedule that contains suggested updates.

1. Click **Format**.
2. Click **Baseline** > **Baseline X**.

View Constraints

1. Right click anywhere in the table header.
2. Click **Insert Column**, then click **Indicators**.

3. Constraints are indicated by a calendar icon in the Indicators column.

4. Hover the mouse over the icon to show information about the constraint.