AEC software

FastTrack Schedue 2026

Tutorials Manual

FastTrack Schedule 2026 Tutorials Manual

Version 2026 (v12.0.0)

by AEC Software, Inc.

Kalvin K. Saccal

With <%PRODUCTNAME%>, the new version of the award-winning project manager, it’s easier than ever to plan and manage your projects.

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FastTrack Schedule 2026 Tutorials Manual

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All the people who contributed to this document, to all current and previous AEC Software family members who inspire and create great products, and to all partners and associates of AEC Software.

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1 Tutorials

Tutorials

Welcome to FastTrack Schedule!

These tutorials will teach you the fundamentals of FastTrack Schedule and will get you up and running quickly. They are constructed to be used with the FastTrack Schedule practice Tutorial files (FastTrack Schedule Tutorial Practice Files 1-5). Those practice files will be available to download at the beginning of each tutorial module.

Important:
If you have trouble downloading and accessing the practice files, please call our Tech Support team for assistance: (703) 450-2318.

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2 Using the Tutorials

Using the Tutorials

Tutorials consist of a set of step-by-step instructions and sample schedule files that you can practice those steps on. At the beginning of each tutorial module you will download the corresponding practice file. You will then follow the steps in the tutorial in that file.

To begin a tutorial:
1. Open FastTrack Schedule.
2. On the Application tab, in the Help group, select Tutorials. The online Tutorials will open in a browser window.
3. Choose which tutorial you would like to use from the menu on the left.

To open the practice schedule file to be used while taking the tutorial, click the link at the beginning of the tutorial module to download the file and then open it.

To go through the tutorial:

Be sure you have both a FastTrack Schedule window (displaying the appropriate practice schedule) and your browser (displaying the appropriate step-by-step instructions) open at the same time. If your monitor allows it, position the windows so you can work on the schedule while keeping the step-by-step instructions in view.

See also:
Printing the tutorials
Tutorial Contents

3 Printing the Tutorials

Printing the Tutorials

If you prefer to follow the instructions from a hard copy print out instead of on your screen, you can print the contents of the tutorials.

To print a tutorial:
1. Open the FastTrack Schedule 2026 Tutorials.pdf file, which was installed in the same location as the Tutorial practice files.
2. Print the FastTrack Schedule 2026 Tutorials.pdf file.
   -or-
1. Open the Tutorials.
   This will launch your computer’s default browser.
2. Use your browser’s Print functionality to print the active page.
   This may mean clicking on the right side of the page to avoid printing the Contents frame.
   You will have to print each tutorial one page at a time.

Important:
If you cannot locate the tutorial PDF file on your computer, Go to Search and search for "FastTrack Schedule 2026 Tutorials.pdf." If this produces no results, check with your System Administrator to make sure the Tutorial PDF file was included when FastTrack Schedule was installed on your computer.

Note:
The FastTrack Schedule 2026 Tutorials.pdf document is also available in the Downloads section of the AEC Software Homepage: https://www.aecsoftware.com

See also:
Using the Tutorials
Tutorial Contents

4 Tutorial 1: Up and Running

4.1 Up and Running - Intro

Tutorial 1 - Up and Running

This tutorial shows you the basics of scheduling, from creating tasks to printing the schedule and its calendar. When you are done you will know enough about the basics of FastTrack Schedule to begin building your own schedules.

Click the link below to download the practice schedule file to be used while taking this tutorial:

Download The "FastTrack Schedule Tutorial Practice File 1.fts" and Open It.

Important:
If you have trouble downloading and accessing the practice file, please call our Tech Support team for assistance: (703) 450-2318.

4.2 The FastTrack Schedule environment

The FastTrack Schedule environment

FastTrack Schedule has 3 main Views: the Schedule View, the Calendar View, and the Resource View. The Schedule View is where you will most likely be spending the majority of your time in the program: creating task lists, entering data into data columns, working with your gantt chart, and creating reports. The Schedule View is the default View open when you start a new schedule.

Now let's go over some of the basic parts of the Schedule View:

Timeline - In the Schedule View, the timeline, or timeline graph, is the actual grid of horizontal and vertical lines on which activity bars sit. The timeline can represent any range of time you determine, in units of hours, days, weeks, months, quarters, and years.

Timescales - A timescale contains timescale rows that label the dates and times on the timeline graph. The timescale rows can be formatted to display different divisions of the base timeline units. For instance, a schedule that is divided into base timeline units of weeks might also have timescale rows that group the timescale into months and fiscal quarters.

Columns – Columns can be placed to the left and right of the timeline graph. There are columns pre-defined by FastTrack Schedule or custom columns that you create yourself.

Rows – Rows contain tasks, data, and activity bars. You can move them up and down, hide and show them, sort them into different arrangements, and use them to outline tasks.

Timescale area – Sections of the screen that display the timescale rows. The Schedule and Resource View can each contain two different timescale areas: one above the timeline and one below it. You can use options in the Define Layout dialog to have the bottom timescale mirror the top timescale.

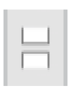
Base Timescale Row – The timescale row that displays the base timeline units (the smallest units set). You cannot change the units of the base timescale row; they always reflect the base timeline units.

Width – The width of the divisions in the base timescale row define the width of columns in the timeline. Therefore, if the Schedule View timeline is in base units of weeks, changing the width of a column in the row that displays weeks changes the width of the timeline graph.

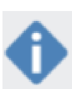
Action Columns

FastTrack Schedule's Action Columns simplify working with tasks and resources. The Action Columns can be displayed to the left of the columns in the Schedule and Resource Views. They simplify operations performed on rows, sub-rows, and outline levels.

Row Number/Select Row.
Clicking here selects the row for moving, deleting, copying, cutting, formatting, and hiding.


Page Break.

Clicking here makes the corresponding row the last row on a printed page.


Information Form.
Clicking here opens the Information form in the Schedule View and the Resource Information form in the Resource View.


Expand/Collapse.
Clicking here collapses and expands outline levels in the Schedule View and subrows in the Resource View.

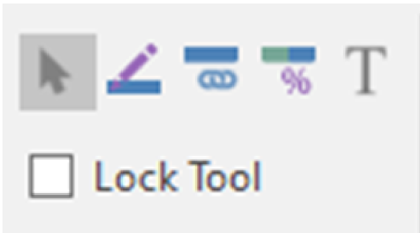
4.3 Key Tools

Key Tools

To prepare for the steps in these tutorials, review this summary of the key tools within FastTrack Schedule. If you are already familiar with FastTrack Schedule's tools, skip ahead to the Viewing the schedule section.

The Tools

FastTrack Schedule’s Tools group contains five tools and a tool lock:




Arrow tool

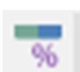
The general-purpose tool that selects, moves, and resizes items in all Views. When you want to drag an activity bar, row, column or graphic item this is the tool you need to have selected.


Draw Bar Tool

Draws activity bars in the timeline graph.


Bar Link Tool

Links bars to create dependencies.


Percent Tool

Defines the percent complete and Actual start/finish/duration of an activity.


Text Box Tool

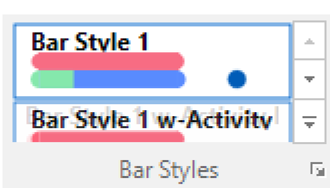
Draws and edits text boxes for use as labels and titles.

Important:
Unless a tool is locked, the default setting for each tool in the tool is to revert back to the Arrow tool after use.

The Bar Styles group

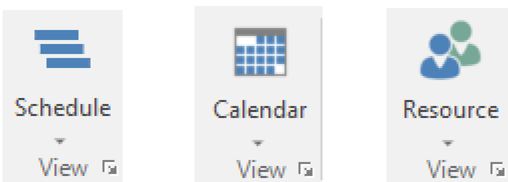
The cells of the Bar Styles list contain the bar styles defined for the schedule.

You can use the Bar Styles group to design a new bar style, edit an existing bar style, or change the bar style applied to an activity.



Note:
When you select a different bar style all new bars will be drawn in that style and, if an activity bar is selected in the timeline graph, it changes that bar to the selected bar style.

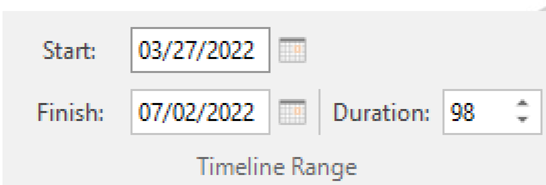
The Views group
There are three Views in FastTrack Schedule: the Schedule View, Calendar View, and Resource View. The Views group lets you switch from one View to another, instantly.



The Timeline Range group
The Schedule, Resource, and Calendar Views can each show a different span, or range, of dates. The Timeline Range group gives you immediate access to the Start and Finish dates of the timeline in the Schedule and Resource Views, and the calendar in the Calendar View.

The dates you set in the Timeline Range group affect only the View you are looking at and always correspond to the Start and Finish dates displayed in the respective Format Schedule, Resource, or Calendar View dialogs.

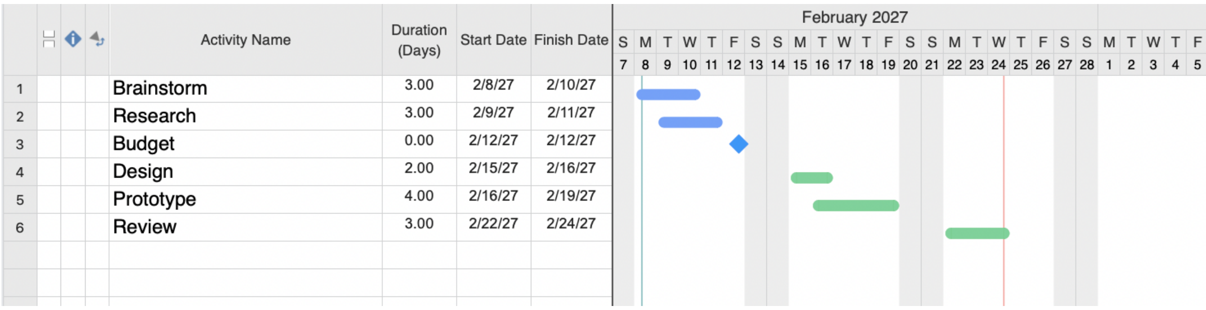
You can also use: the Go To Bar button to take you to the first bar in a selected row, the All Bars Range button to display the timeline in a range that encompasses every bar, or the Timeline Units button to quickly change the units in which the timeline displays.



4.4 Viewing the schedule

Viewing the Schedule

As you view the Tutorial 1 practice schedule, note that tasks are listed in the Activity Name column and their scheduled dates are shown in the Start Date and Finish Date columns. The number of duration units between the start date and end date is shown in the Duration column. In the timeline, these dates are represented graphically as activity bars positioned according to the timeline. This timeline is labeled by the timescale rows at the top of the schedule.



Notice that this schedule displays its timeline graph in units of days. If this schedule were displayed in units of weeks, there would be one timeline graph column for each week instead of each day.

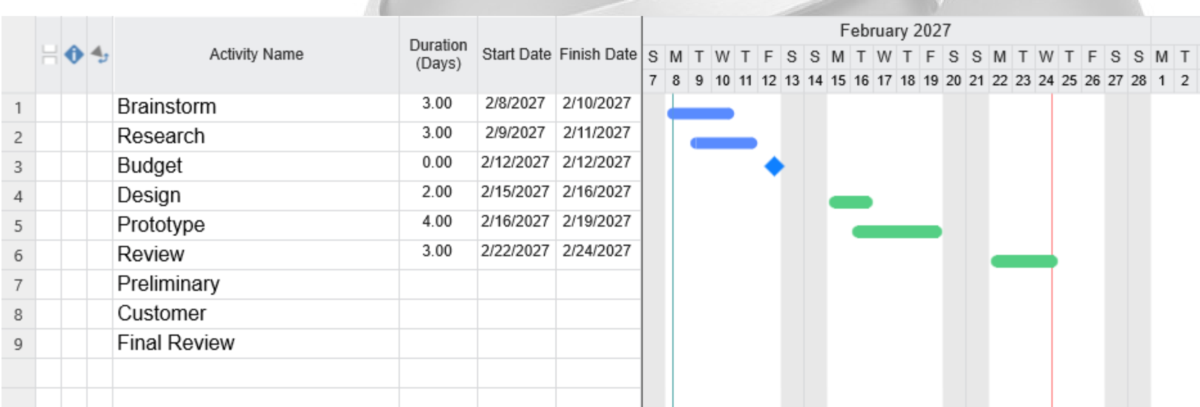
4.5 Creating tasks

Creating Tasks

To add tasks to the schedule, you enter their names in the Activity Name column and then enter their dates.

Steps:

1. In the Tools group, be sure the Arrow tool is selected.
2. Click in the Activity Name cell of the first empty row.
3. Enter the word Preliminary in row 7.
4. Press the Down Arrow on your keyboard to move the insertion point to the next row and enter Customer.
5. Press the Down Arrow again and enter Final Review.
6. Press the Down Arrow once more so that "9" appears in the Row Number Action Column.



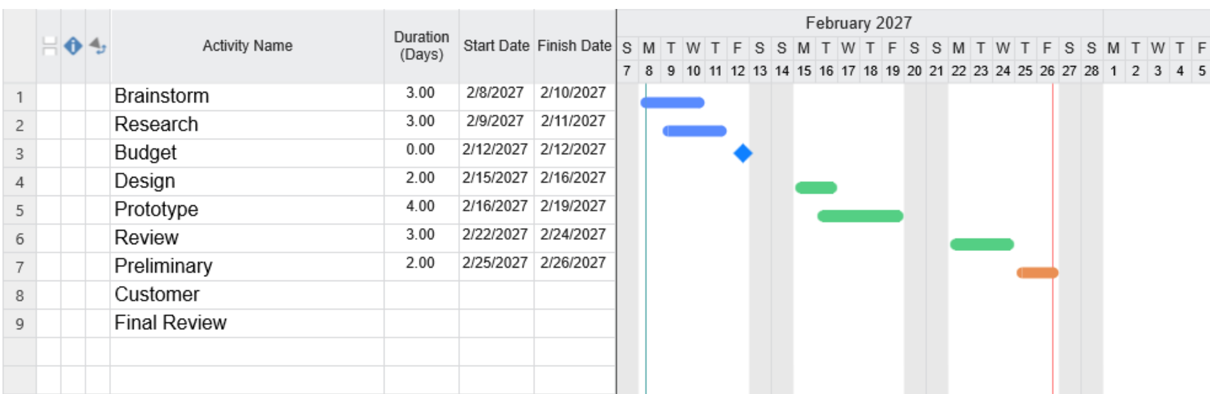
4.6 Drawing bars

Drawing Bars

Because the position of an activity bar in the timeline graph represents an activity's start, finish, and duration dates, you can draw a bar to automatically enter those dates in the columns.
As you move the cursor in the timeline graph, you can see the date and time over which it is positioned in the Cursor Tracking area at the bottom right of the application window. In addition, while you draw the bar, the Bar Tracking window pops-up, and shows the current bar's start, finish, and/or duration.

Steps:

1. From the Tools group, select the Bar tool. 
2. From the Bar Styles tool, choose a bar style that is different from the default. This tutorial chooses an orange bar, but you can choose any color/style you want.
3. In the Preliminary row, click in the timeline graph on February 25th and, holding down the mouse button, drag to the right until the bar's duration is 2 days.



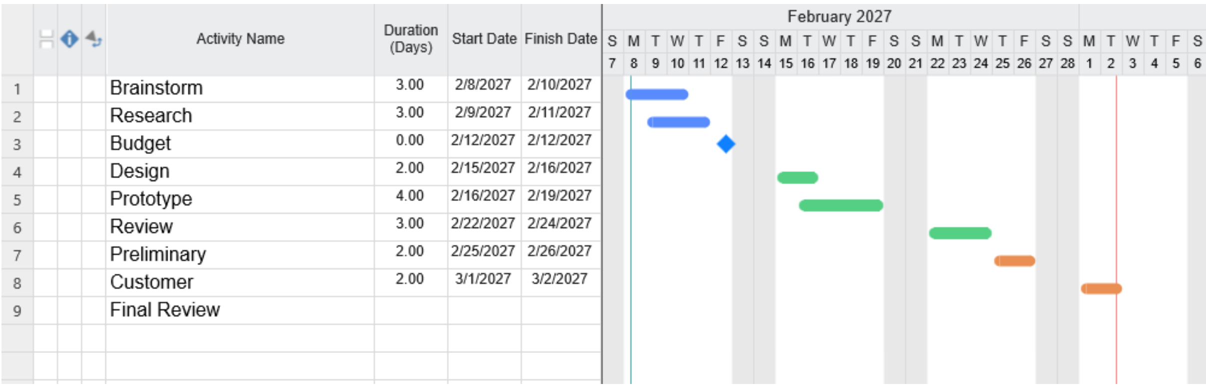
4.7 Typing dates

Typing Dates

You can also define activity dates by typing values in the Duration column or the Start Date and Finish Date columns. You only have to enter a Start Date and Finish Date, a Start Date and Duration, a Finish Date and Duration, or simply a Duration to create an activity bar. FastTrack Schedule automatically calculates the remaining value(s) and draws the bar.
Steps:
1. Click in the Start Date cell of row 8, the Customer row.
2. Enter a Start Date of March 1, 2027 in the Express Date calendar and click OK to enter the date in the cell.
3. Click in the Duration cell.

A Duration of 1.00 is entered by default, select the data in the cell.

4. In the Duration cell, type 2 and press the Enter/Return key on your keyboard to enter the value.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Brainstorm	3.00	2/8/2027	2/10/2027
2	Research	3.00	2/9/2027	2/11/2027
3	Budget	0.00	2/12/2027	2/12/2027
4	Design	2.00	2/15/2027	2/16/2027
5	Prototype	4.00	2/16/2027	2/19/2027
6	Review	3.00	2/22/2027	2/24/2027
7	Preliminary	2.00	2/25/2027	2/26/2027
8	Customer	2.00	3/1/2027	3/2/2027
9	Final Review			

Note:
Because the bar style was still selected in the Bar Style group, it is that bar style that is drawn when you enter the dates.

4.8 Drawing milestones

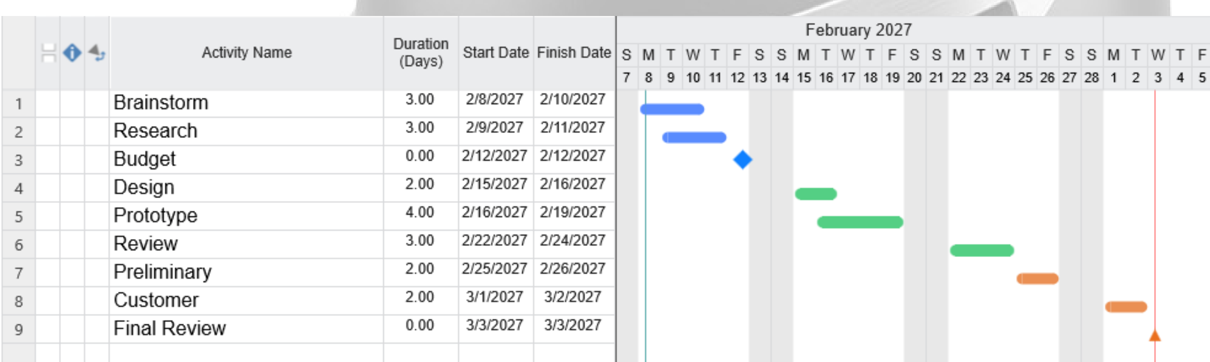
Drawing Milestones

So far you have worked with tasks that have a start and a finish. What about tasks that do not really have duration-that are just a moment in time, such as a deadline? These types of tasks are represented by another style of graphic called a milestone.

Steps:

1. Use the Bar Styles tool to view your options. Each bar style will have a corresponding milestone that will automatically appear if the duration is zero. You can keep the currently chosen bar style which has an orange triangle configured for the milestone style.
2. In the Final Review row, enter 03/03/2027 in the Start Date column and press the Enter/Return key on your keyboard. Then enter 0 in the Duration column.

A milestone appears on that date in the timeline.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Brainstorm	3.00	2/8/2027	2/10/2027
2	Research	3.00	2/9/2027	2/11/2027
3	Budget	0.00	2/12/2027	2/12/2027
4	Design	2.00	2/15/2027	2/16/2027
5	Prototype	4.00	2/16/2027	2/19/2027
6	Review	3.00	2/22/2027	2/24/2027
7	Preliminary	2.00	2/25/2027	2/26/2027
8	Customer	2.00	3/1/2027	3/2/2027
9	Final Review	0.00	3/3/2027	3/3/2027

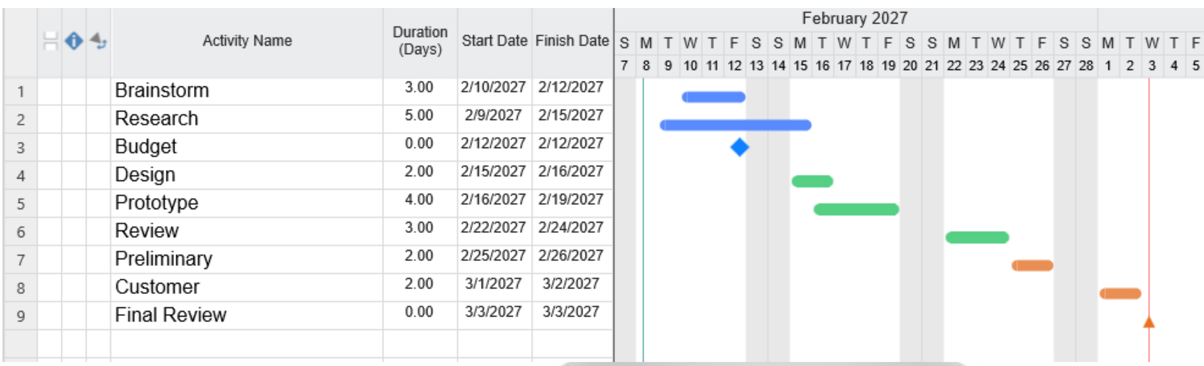
4.9 Dragging bars

Dragging Bars

Dragging bars is one way of changing an activity's dates. By using the Arrow tool to drag the middle, start, or end of a bar, you can change the activity's start, finish, or duration. If they are displayed, these changes will appear in the time, date, and duration columns.

Steps:

1. To drag a bar, select the Arrow tool from the Tools group.
2. Click the middle of the Brainstorm bar and drag it to the right two days.
   The start and finish dates change, but the duration remains the same.
3. To change the finish of a bar, click the end point of the Research bar and drag it to the right two days, through the weekend, to the following Monday.
   The finish date and duration change, but the start date remains the same.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Brainstorm	3.00	2/10/2027	2/12/2027
2	Research	5.00	2/9/2027	2/15/2027
3	Budget	0.00	2/12/2027	2/12/2027
4	Design	2.00	2/15/2027	2/16/2027
5	Prototype	4.00	2/16/2027	2/19/2027
6	Review	3.00	2/22/2027	2/24/2027
7	Preliminary	2.00	2/25/2027	2/26/2027
8	Customer	2.00	3/1/2027	3/2/2027
9	Final Review	0.00	3/3/2027	3/3/2027

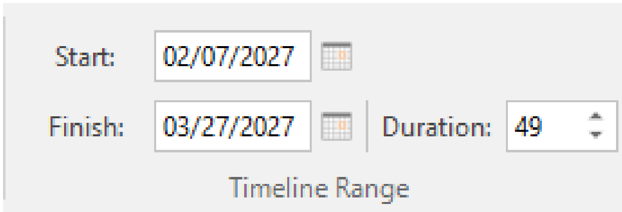
To change the start and finish, drag the middle of the bar. This will allow you to drag the entire bar to a new location on the timeline. To change the start and duration, drag the start point of the bar. To change the finish and duration, drag the end point of the bar.

4.10 Changing the schedule date range

Changing the Schedule Date Range

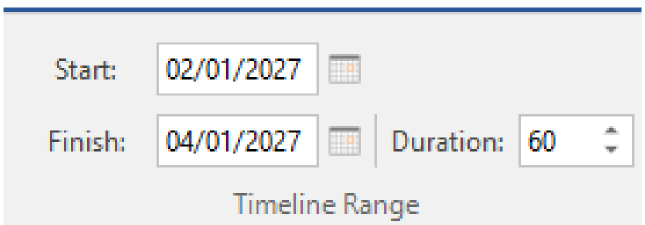
A schedule's range is the period of time currently showing in the timeline graph. Sometimes tasks or parts of the project are outside of the current range, so the range needs to be expanded to show all tasks. Sometimes the range is larger than you need, so the range needs to be decreased for more efficient viewing and reporting.

Currently the timeline graph shows you a time range from February 7, 2027 to March 27, 2027 with each column representing one day.



These steps illustrate how to change the schedule's start and finish dates to view a different range of time.

Steps:
1. From the Timeline Range tool, click in the start date box to select the current value and enter 02/01/2027 in its place.
2. Click in the finish date box to select the current value and enter 04/01/2027 in its place.
3. Press the Enter/Return key to apply the new range.



You may need to scroll the timeline graph side to side now to see the entire range.

You can also change the schedule range using the Format Schedule View dialog. You open this dialog by clicking the action box at the bottom of the Views group while in the Schedule View. The Format Schedule View dialog lets you change every aspect of a schedule including its: date range, base timeline units, duration units, timeline display, column, timescale, work calendar, and gridline display.

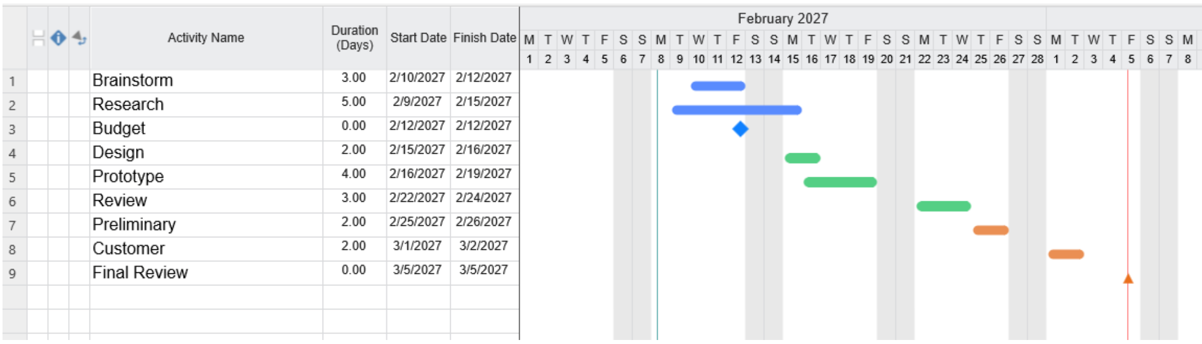
You can also use the All Bars Range Tool which automatically sets the range to start at your first task bar and end at your last task bar.

4.11 Typing to change dates

Typing to Change Dates

Instead of drawing and then dragging activity bars, you can also change an activity's dates and duration by entering new values in its Start Date, Finish Date, or Duration columns. This works for activity bars or milestones.

Steps:
1. In the Final Review row, select the value in the Start Date cell and enter 03/05/2027.
2. Press the Enter/Return key.
   The milestone moves to the new date.

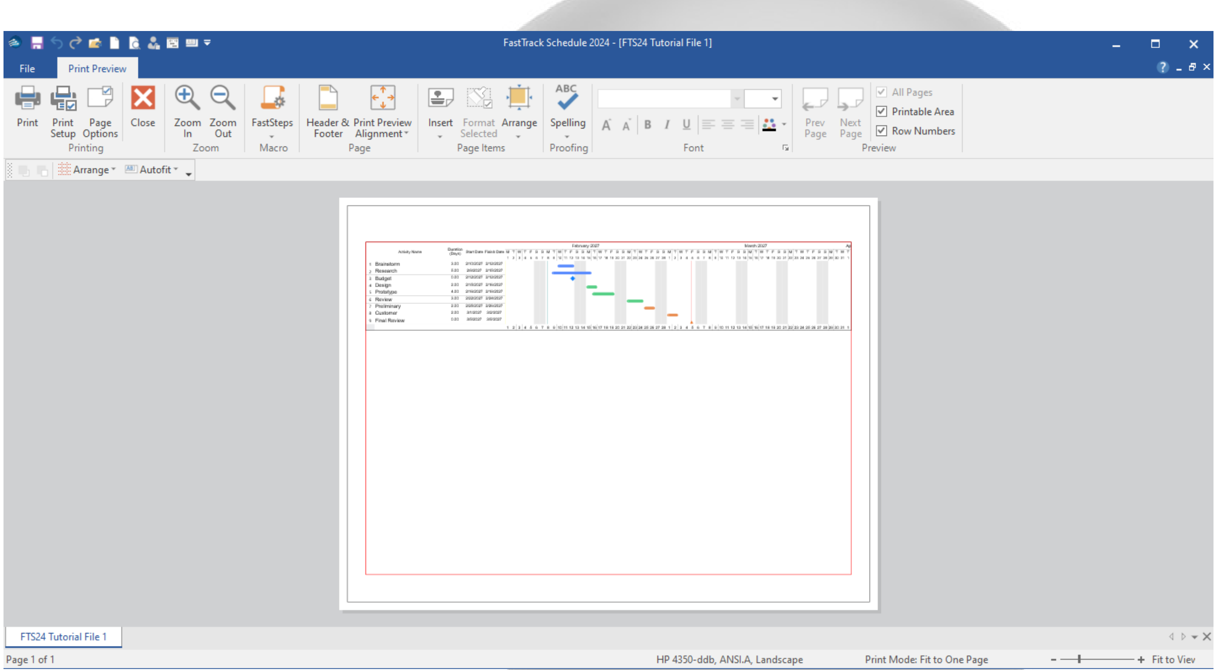


4.12 Printing the schedule

Printing the Schedule

When you are ready to print your schedule, Print Preview illustrates exactly how the schedule will appear when printed.

Steps:
1. Go to the File menu -> Print -> Print Preview.
If you are connected to a printer, the Print Preview window opens. Print Preview contains an image of the printed page. In the Print Preview tab, there are tools for selecting the different pages of a schedule, tools for working with text boxes and pictures, tools for adding headers and footers, and tools for inserting page numbers, current dates and times, and file names.



2. In the Printing group, click Print.

3. Follow your normal printing procedures.
4. Click Close to exit Print Preview.

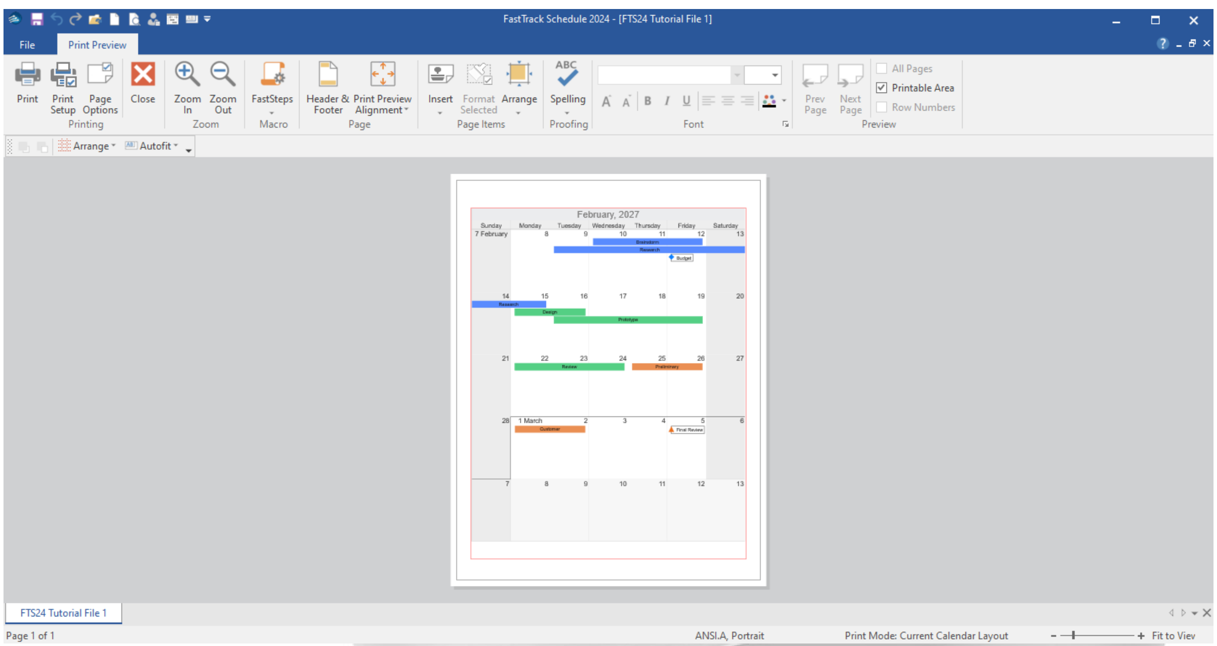
4.13 Printing the schedule in Calendar View

Printing the Schedule in the Calendar View

As you have been setting up your schedule, a calendar containing your tasks was being created at the same time. You can open the Calendar View by exiting out of Print Preview and selecting Calendar from the View menu or Views Toolbar.

When you are ready to print your calendar, Print Preview shows you exactly how the calendar will look before you print.
Steps:
1. In the View group, select Calendar.
   The Calendar View opens.

2. Go to the File menu -> Print -> Print Preview.



3. In the Printing group, click Print.
4. Follow your normal printing procedures.
5. Click Close to exit Print Preview.

4.14 Finishing Tutorial 1

Finishing Tutorial 1

You are done with Tutorial 1. You now know the very basics of FastTrack Schedule. The next two tutorials build on these basics, showing you how to layout and customize your schedule.
To close the FastTrack Schedule Tutorial 1 Practice File:

1. From the View group, select Schedule.
   The Schedule View opens.
2. To close the FastTrack Schedule Tutorial 1 Practice File, from the File menu, select Close.
3. Click No to close the schedule without saving your changes.

To start the next tutorial:

1. Go on to Tutorial 2: Laying Out Your Schedule.
   -or-
   Return to the Tutorial Contents.

5 Tutorial 2: Laying Out Your Schedule

5.1 Laying Out Your Schedule - Intro

Tutorial 2 - Laying Out Your Schedule

This tutorial shows you how to change the general layout of your schedule by outlining tasks and working with columns, Layouts, and timescales.

Click the link below to download the practice schedule file to be used while taking this tutorial:

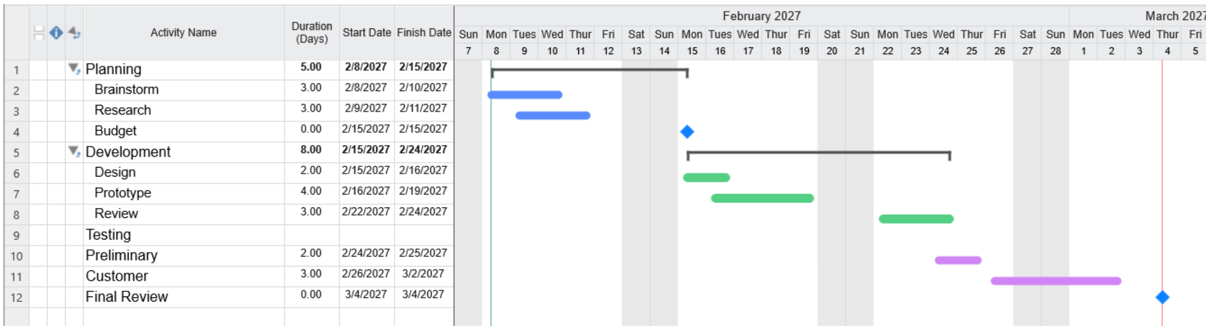
Download The "FastTrack Schedule Tutorial Practice File 2.fts" and Open It.

Important:
If you have trouble downloading and accessing the practice file, please call our Tech Support team for assistance: (703) 450-2318.

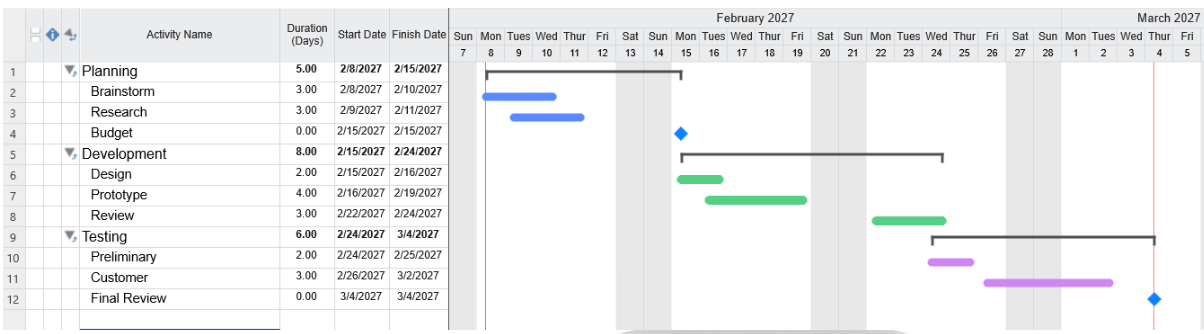
5.2 Indenting Outline Levels

Indenting Outline Levels

You create outline levels by indenting activity names. Indenting an activity makes it a subactivity of the level above it.



Steps:
1. In the Preliminary activity's Activity Name cell, click before the word Preliminary to place the blinking insertion point there.
2. Press the Tab key on your keyboard to indent the name.
3. Indent the Customer and Final Review rows using the same method.

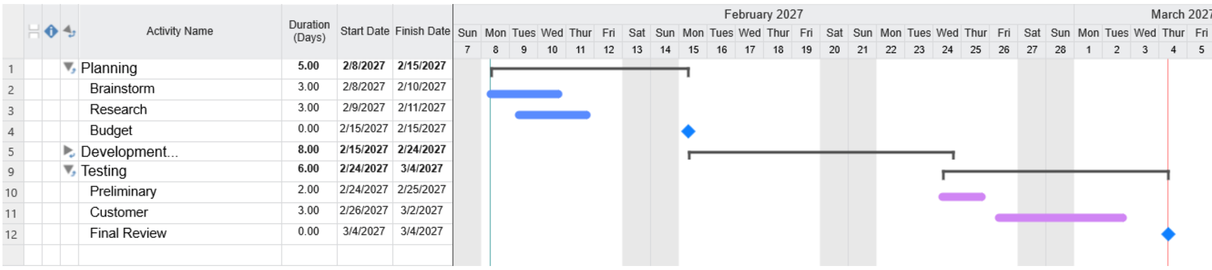


Outlining tasks helps organize the schedule and provides a way to simplify the schedule by collapsing and expanding outline levels. You can also indent tasks by clicking the Indent button in the Outline Toolbar or choosing Indent from the Outlining submenu of the Schedule menu.

5.3 Collapsing Outline Levels

Collapsing Outline Levels

When tasks are outlined, you can collapse each outline level to hide its subtasks. When an outline level is collapsed, the Expand/Collapse triangle points to the right and the activity name is followed by an ellipsis. This ellipsis is especially helpful for identifying collapsed outline levels when the Expand/Collapse action column is not displayed.
Collapsed outline levels can also display summary bars-activity bars that extend from the beginning of the first collapsed subactivity to the end of the latest collapsed subactivity.
To collapse an outline level:
1. In the activity named Development, click the triangular handle in the Expand/Collapse action column.



The subtasks of Development are now rolled-up. Note the summary bar in the Development row. Summary bars display by default. Summary bar options are available in the Summary Bar tab of the Format Row dialog which you can open by double-clicking on a row number. You can choose not to display summary bars and choose the style in which you would like summary bars to display.

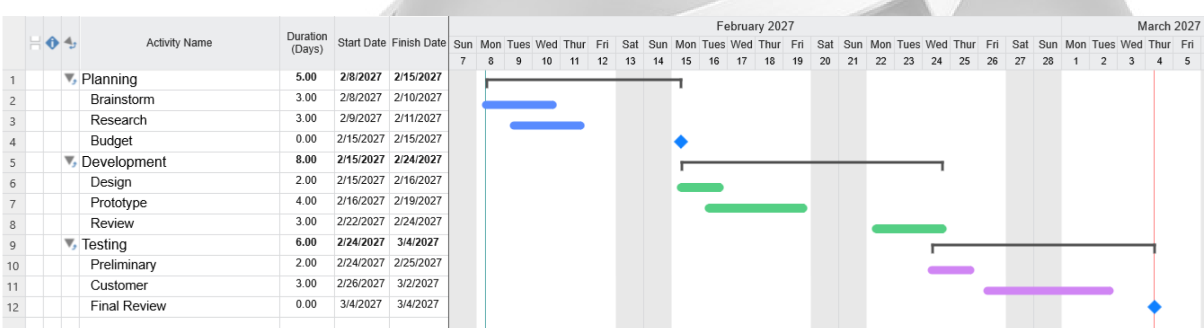
5.4 Expanding Outline Levels

Expanding Outline Levels

The Expand/Collapse action column acts like a toggle switch, so when outline levels are expanded, the triangle handle moves to point downward. Here, you will employ another method to expand the activity so that you will know how to expand and collapse your tasks even if you choose not to display that Action Column.

To expand an outline level:

1. On the Home tab, in the Outline tab, click the Expand All button .
   This displays all subtasks in your schedule.

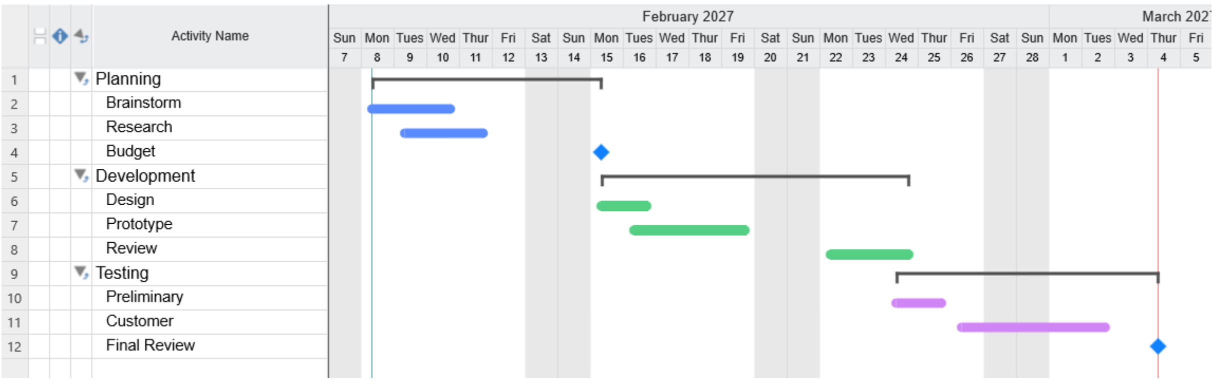


5.5 Viewing a Different Layout

Viewing a Different Layout

The layout of a schedule is a "view" of its information. The layout determines which columns are displayed and in what order. Layouts also determine which, if any, Action Columns, summary graphs, and timescale areas are displayed. You can select a application-defined layout or create your own.

Steps:
1. On the Project tab, in the Layout group, click Layouts, and choose Basic Layout from the drop-down list of pre-defined layouts.
   "Activity Name" is now the only column displaying to the left of the timeline.

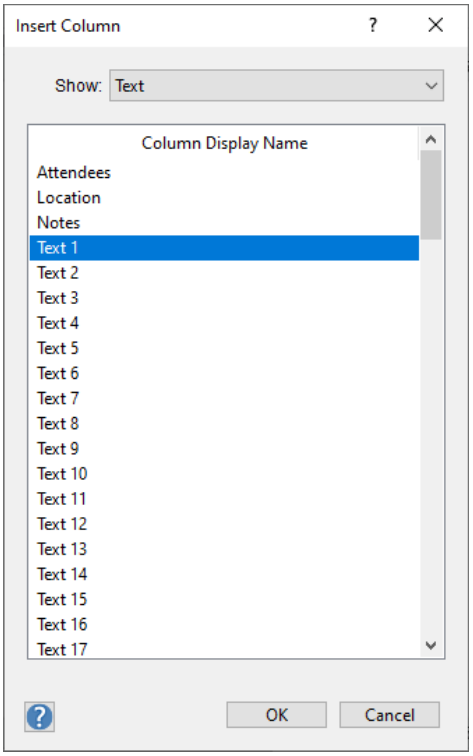


5.6 Inserting Columns

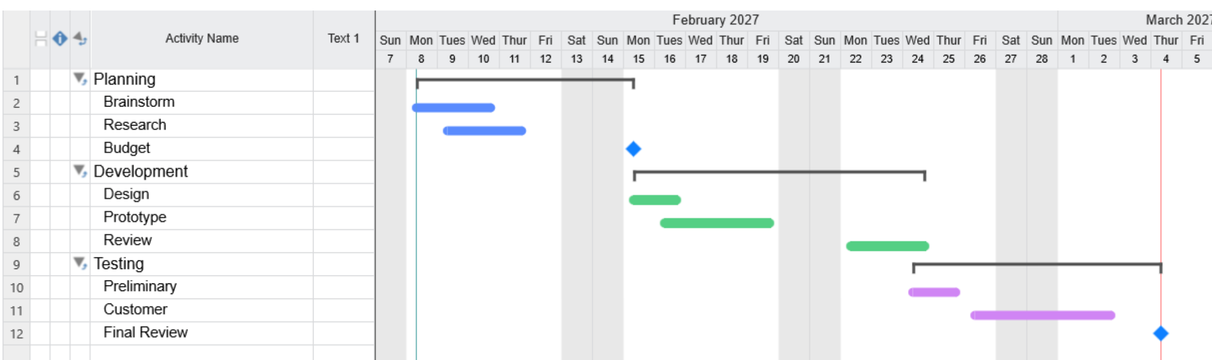
Inserting Columns

You can insert columns using the Insert Column dialog. All columns are hidden until you choose to show them. Here you will insert a column that is currently hidden.

Steps:
1. Select the column heading of the Activity Name column.
2. On the Insert tab, in the Rows & Columns group, click Column.
   The Insert Column dialog opens.
3. From the Show pop-up list, select Text.
4. Click to highlight the first item in the Column Display Name table.
4. Type "t" to cause the list to scroll to and select the item Text 1.



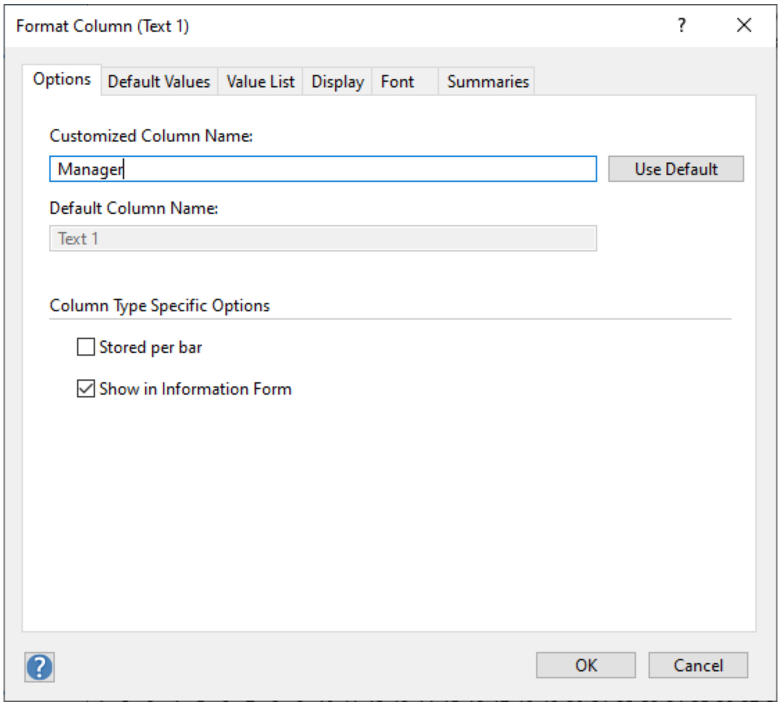
5. Click OK to insert the Text 1 column and close the Insert Column dialog.



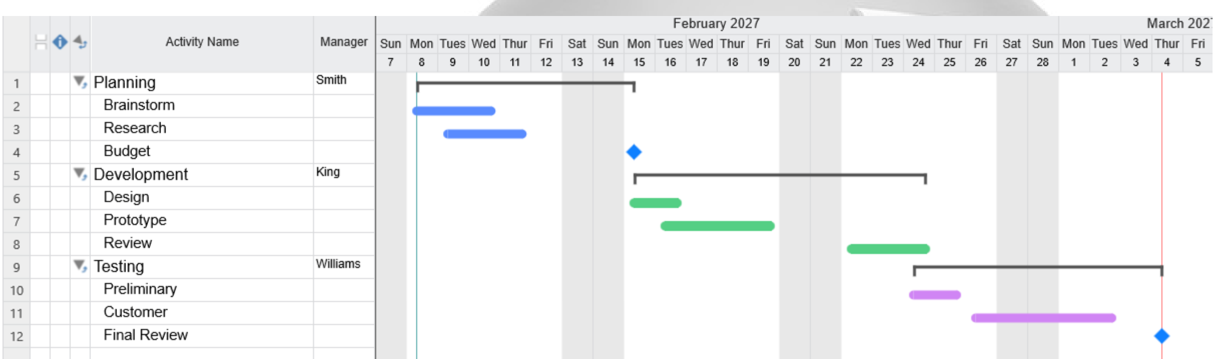
5.7 Formatting Columns

Formatting Columns

The format of a column determines what type of information it contains and how that information is displayed. Here you will create a new column called "Manager."
Steps:
1. If it is not already selected, select the Text 1 column.
2. On the Format tab, in the Display group, click Format Selected.
   The Format Column dialog opens in the Options tab.
3. In the Customized Column Name box, enter Manager.



4. Click the Display tab.
5. Enter 85 in the Column Width box.
6. Click OK to close the Format Column dialog.
7. In cells 1, 5, and 9 of the Manager column, enter the manager names listed in the graphic below.



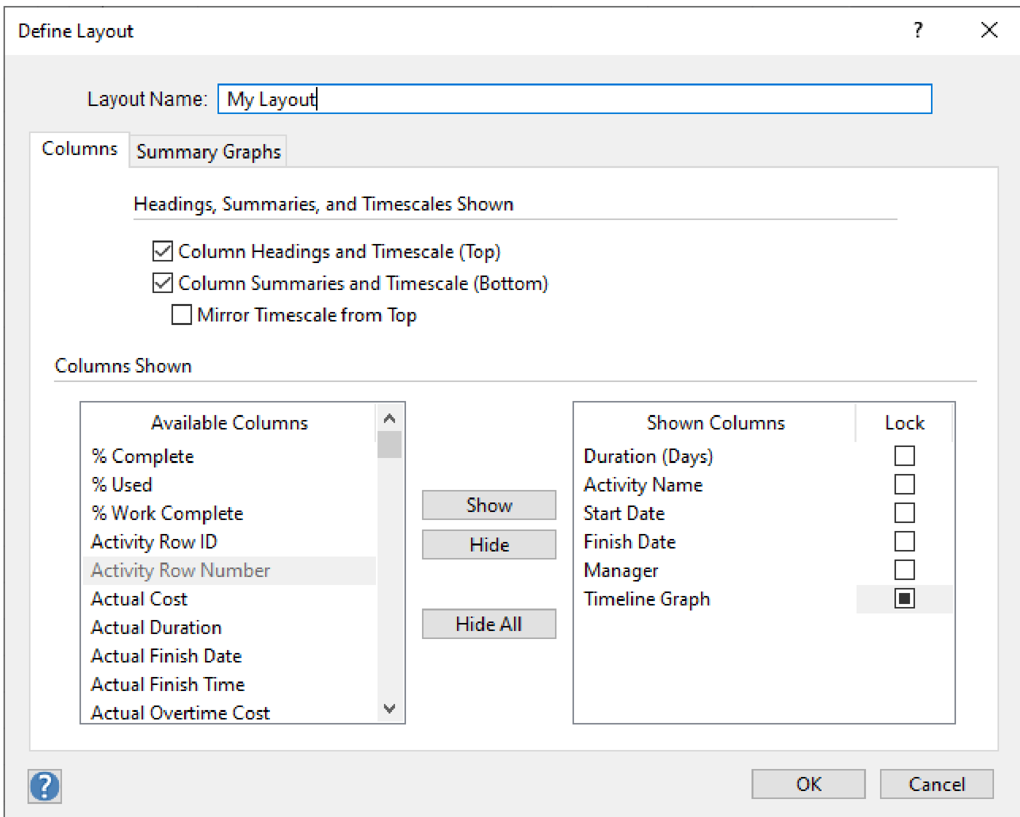
5.8 Designing a New Layout

Designing a New Layout

The Layouts dialog not only lets you apply layouts to a schedule, it also lets you design your own. Here, you will create a new layout.
Steps:

1. On the Project tab, in the Layout group, click Layouts, and choose Define from the drop-down list.
   The Layouts dialog opens.
2. Click New to create a new layout.
   The Define Layout dialog opens.
3. Enter "My Layout" in the Layout Name box.
4. To add a column to the layout, select Duration in the Available Columns table, and click the Show button.
   The Duration column appears in the Shown Columns table.
5. Using the same method, send the Manager, Finish Date, Start Date, Activity Name, and Timeline Graph columns to the Shown Columns table.

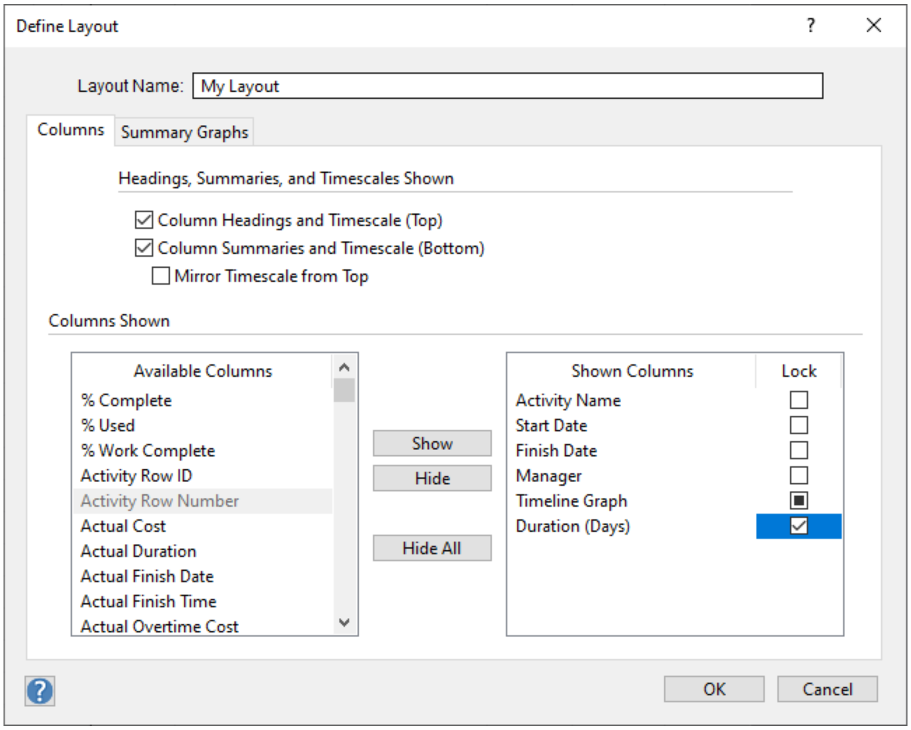
Keep the Define Layout dialog open for the next section.



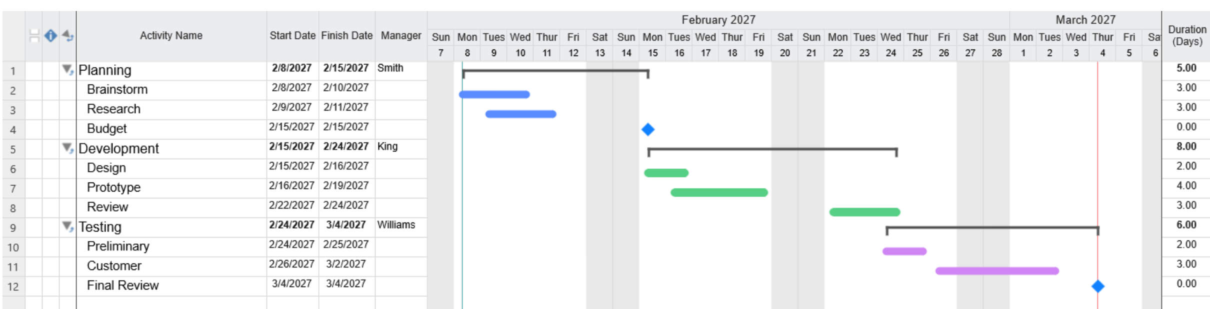
5.9 Designing a New Layout (Cont'd)

Designing a New Layout (continued)

Steps:
1. In the Shown Columns table, drag Duration below the Timeline Graph.
2. Click the box to Lock the Duration column to keep it on screen.



3. Click OK to close the Define Layout dialog.
4. Click OK to close the Layouts dialog and view your new layout.

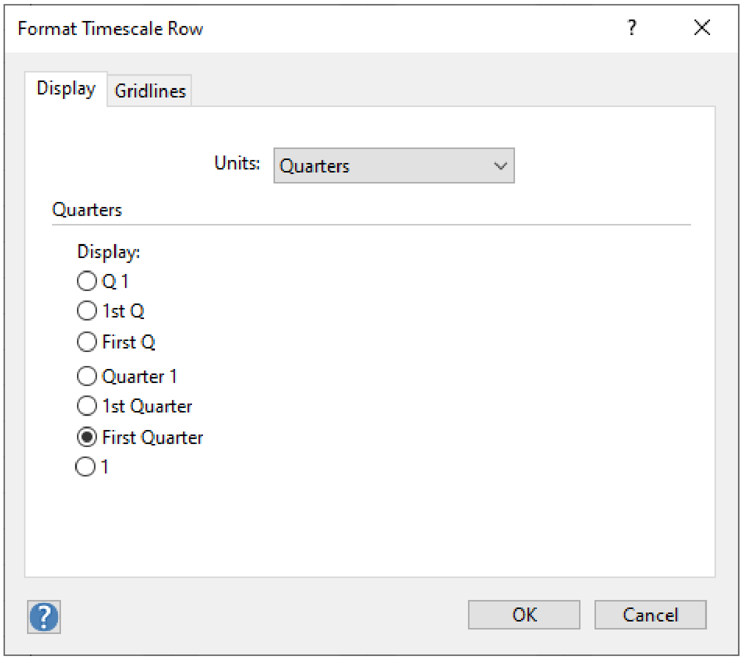


5.10 Inserting and Formatting Timescale Rows

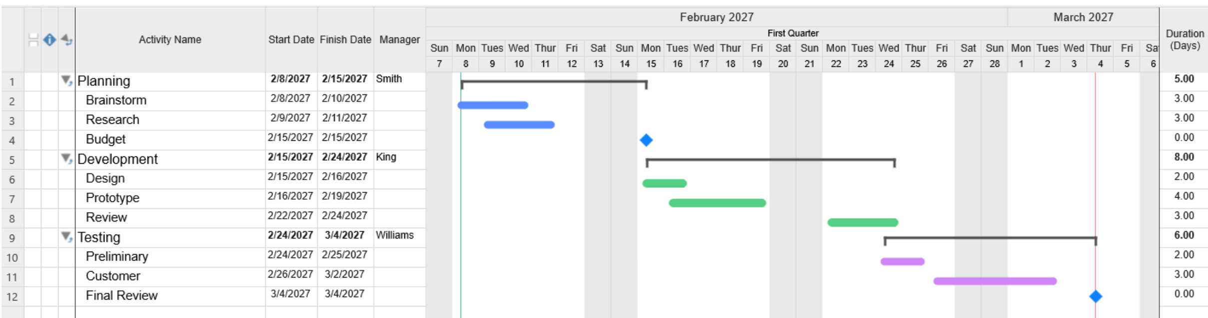
Inserting and Formatting Timescale Rows

Here you will add a timescale row to the top timescale area and format it to show quarters.

Steps:
1. In the top timescale area, click in the top timescale row to select it.
2. On the Insert tab, in the Timeline Elements group, click Timescale.
   The Format Timescale Row dialog opens.
3. Select Quarters from the Units pop-up list.
4. Select the First Quarter option.



5. Click OK to apply your changes and close the Format Timescale Row dialog.

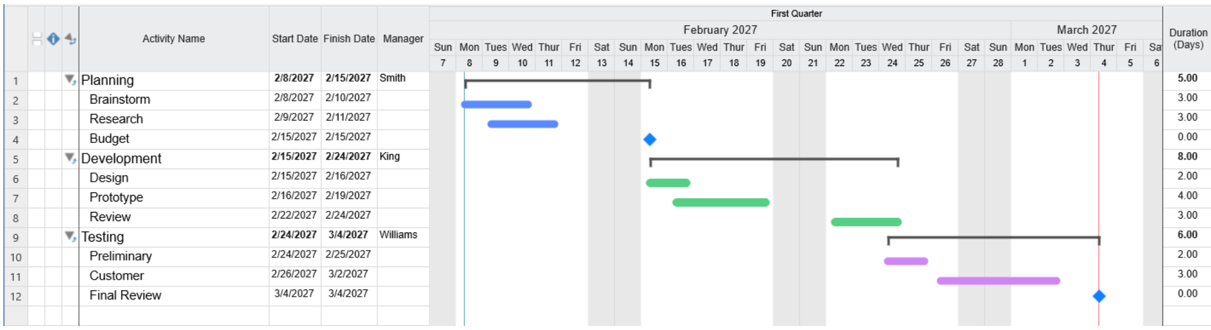


	Activity Name	Start Date	Finish Date	Manager	Duration (Days)
1	Planning	**2/8/2027**	**2/15/2027**	Smith	**5.00**
2	Brainstorm	2/8/2027	2/10/2027		3.00
3	Research	2/9/2027	2/11/2027		3.00
4	Budget	2/15/2027	2/15/2027		0.00
5	Development	**2/15/2027**	**2/24/2027**	King	**8.00**
6	Design	2/15/2027	2/16/2027		2.00
7	Prototype	2/16/2027	2/19/2027		4.00
8	Review	2/22/2027	2/24/2027		3.00
9	Testing	**2/24/2027**	**3/4/2027**	Williams	**6.00**
10	Preliminary	2/24/2027	2/25/2027		2.00
11	Customer	2/26/2027	3/2/2027		3.00
12	Final Review	3/4/2027	3/4/2027		0.00

5.11 Moving Timescale Rows

Moving Timescale Rows

After inserting a timescale row, you can move it anywhere in the timescale area.
Steps:
1. Click the Month timescale row to select it.
2. When the move cursor appears, click and drag the outline of the Month timescale row all the way under the Quarters timescale row and release the mouse button.

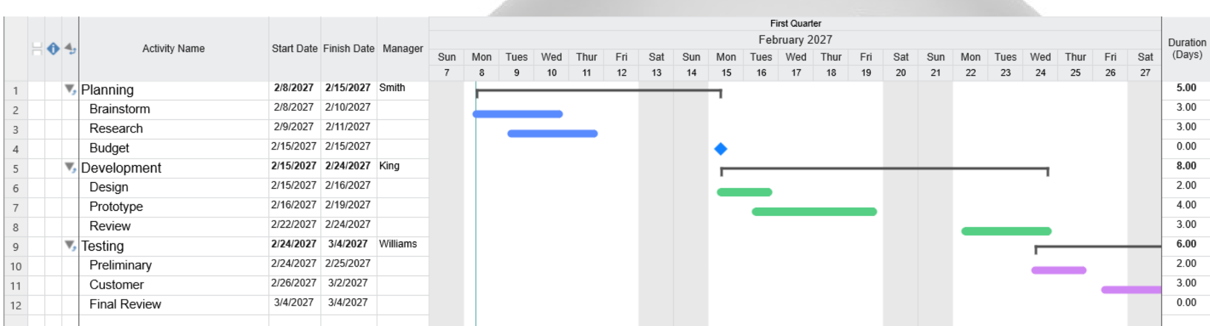


5.12 Resizing the Timeline Columns

Resizing the Timeline Columnss

As a final modification to this schedule, change the width of the timeline-columns. The width of the timeline-columns is determined by the width of the divisions in the base timescale row - the row that defines the smallest unit of time displayed in the schedule.

Steps:
1. To resize the timeline-columns, be sure the Arrow tool is selected and position the cursor over a vertical gridline dividing units in the Day of the Week timescale row.
2. With the Horizontal Resize cursor, click and drag the gridline a little to the right.
The width of all of the gridlines change at the same time. You now might need to scroll the timeline graph to see all of your tasks.



5.13 Finishing Tutorial 2

Finishing Tutorial 2

You are done with Tutorial 2. You now know the basics of laying out your schedule through outlining, columns, layouts, and timescales.

To close the FastTrack Schedule Tutorial 2 Practice File:

1. To close the FastTrack Schedule Tutorial 2 Practice File, from the File menu, select Close.
2. Click No to close the schedule without saving your changes.

To start the next tutorial:
1. Go to Tutorial 3: Customizing Your Schedule.
   -or-
   Return to the Tutorial Contents.

6 Tutorial 3: Customizing Your Schedule

6.1 Customizing Your Schedule - Intro

Tutorial 3 - Customizing Your Schedule

This tutorial shows you how to customize the appearance of your schedule by inserting or modifying bar styles, text boxes, pictures, and other items.

Click the link below to download the practice schedule file to be used while taking this tutorial:

Download The "FastTrack Schedule Tutorial Practice File 3.fts" and Open It.

Once the file has been downloaded, open the file and move to the next page of this tutorial to begin.

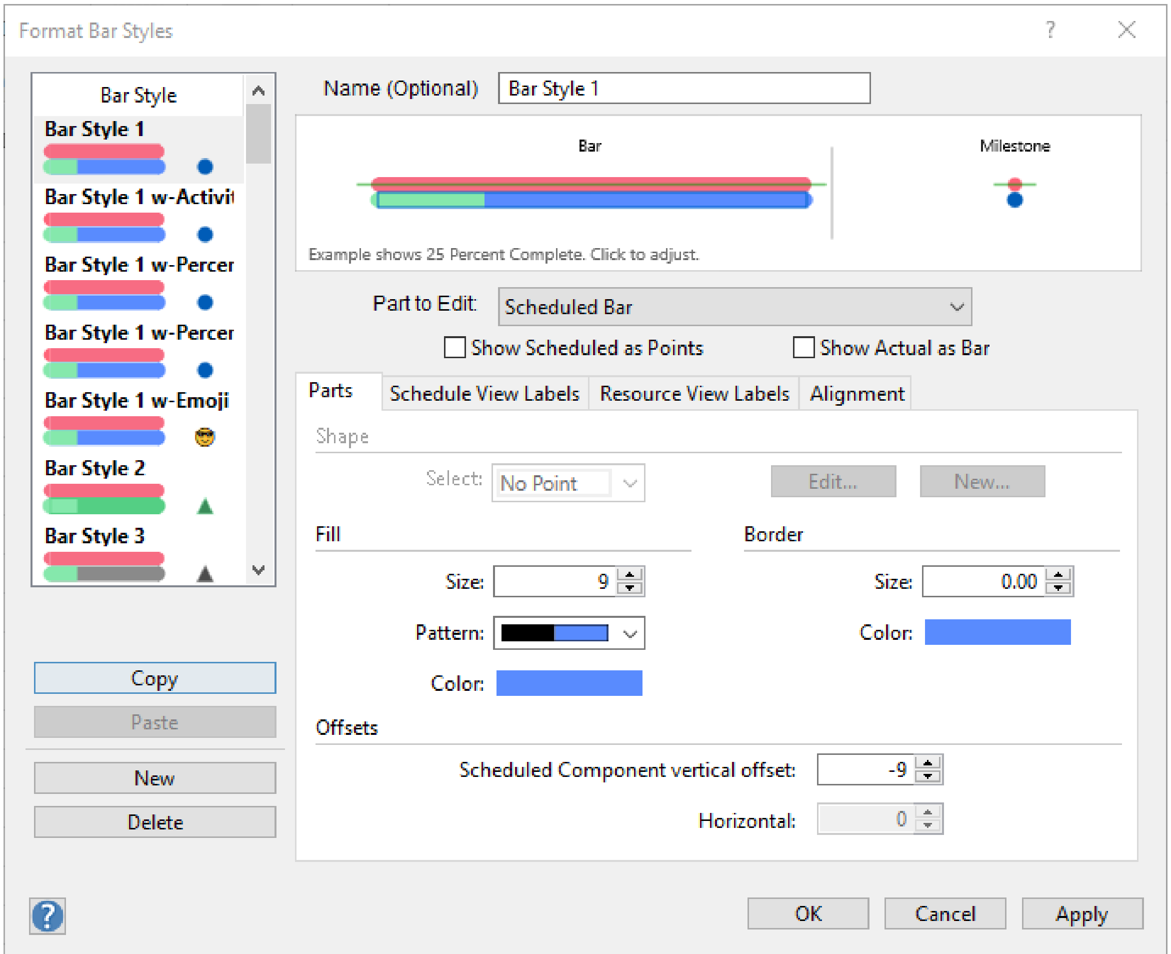
Important:
If you have trouble downloading and accessing the practice file, please call our Tech Support team for assistance: (703) 450-2318.

6.2 Formatting Bar Styles

Formatting Bar Styles

FastTrack Schedule does not attach any meaning to the appearance of a bar style. This leaves you free to design your own bar styles to fit personal tastes or standards put forth by your organization. Bar styles are stored in the Bar Styles Toolbar as a library of bar styles, which you can change with the Format Bar Style dialog and label with any title you want.

Steps:
1. Go to the Format tab, choose Bar Styles.
   The Format Bar Style dialog opens.



6.3 Designing the Bar Elements

Designing the Bar Elements

An activity bar has three components: Baseline, Scheduled, and Actual. Each component displays a different type of information. Each component also has customizable start and end points.

Looking at Bar Style 1: the blue section is the Scheduled bar, the light red bar is the Baseline bar, and the green color is for the Actual bar/fill color. The blue circle to the right is the milestone.

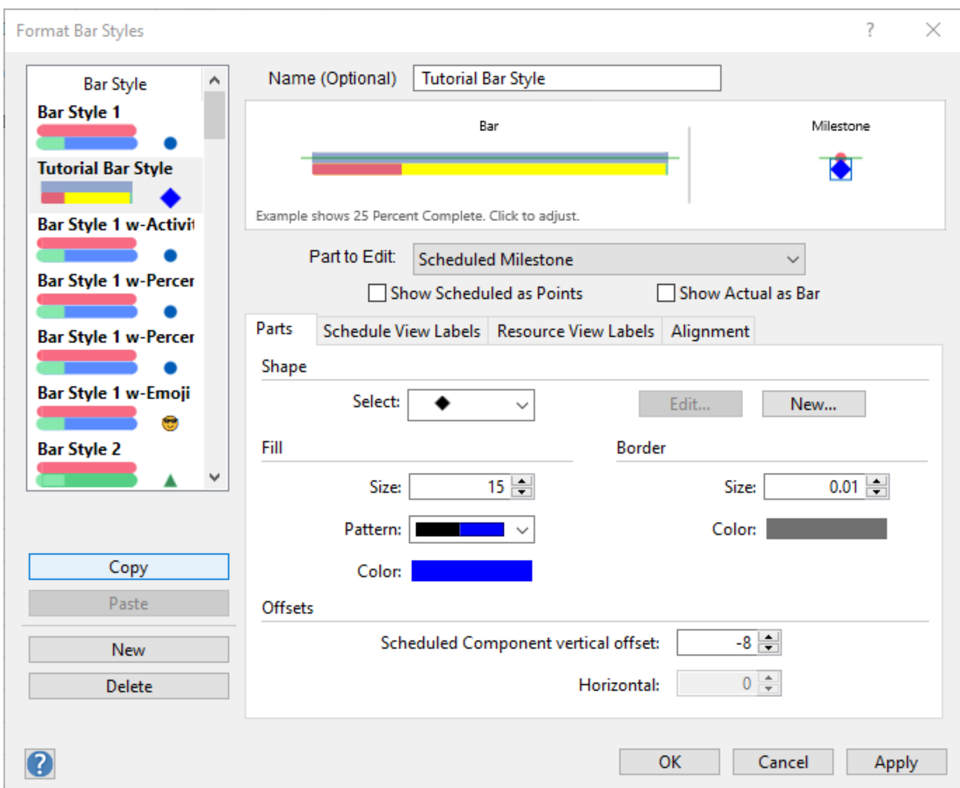
Progress Tracking using the Baseline and Actual bars will be covered in Tutorial 5. In the simplest case, you are just interested in the Scheduled component since this is the basic bar for schedule building.

The milestone associated with that bar can also be customized. The milestone appears automatically if the duration of the bar is set to zero.

In this dialog you can edit an existing bar style or create a new one. For the purposes of this tutorial, click the New button in the bottom-left of the dialog to create a new bar style to customize. You can spend a few minutes customizing that bar yourself, or follow the steps below to customize a few key parts of the bar style.

Steps:
1. Title your bar by entering a name in the Name (Optional) field at the top of the dialog. Title this bar "Tutorial Bar Style".
2. Make sure that Scheduled Bar is chosen in the Part to Edit section.
3. In the Fill section, click the Color option and choose a different color.
4. Click the Schedule View Labels tab. Schedule view labels appear on or next to the bar and display data from the data column(s) you choose. In the Show Label on Part drop-down, choose Scheduled Bar. In the Available Columns section choose Activity Name and then click the Show button. Now a Bar Label will appear on your bar showing the Activity Name of that bar.
5. Click back to the Parts tab.
6. Now we will edit the milestone connected to this bar style. Go to the Part to Edit section and choose Scheduled Milestone.
7. In the Shape section, choose the traingle shape.
8. In the Fill section, increase the Size to 15 and change the Color.

We can now click OK to close out of the dialog. You can easily locate that Tutorial Bar Style by the title we gave it.



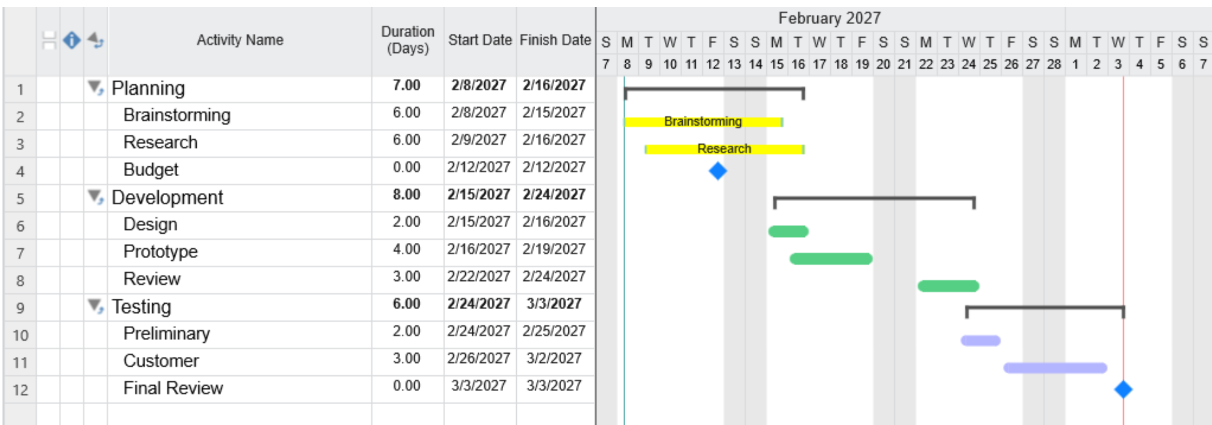
13. Click OK to create the bar style and close the Format Bar Style dialog.

6.4 Changing Bars to Different Styles

Changing Bars to Different Styles

In this section, you will change some existing bars in the schedule to a different style.

Steps:
1. In the schedule, select the activity bars in rows 2 and 3 by holding down the CTRL key and clicking each one.
2. On the Home tab, in the Bars Styles group, choose Bar Style 7.
   The selected bars adopt the new bar style.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Planning	7.00	2/8/2027	2/16/2027
2	Brainstorming	6.00	2/8/2027	2/15/2027
3	Research	6.00	2/9/2027	2/16/2027
4	Budget	0.00	2/12/2027	2/12/2027
5	Development	8.00	2/15/2027	2/24/2027
6	Design	2.00	2/15/2027	2/16/2027
7	Prototype	4.00	2/16/2027	2/19/2027
8	Review	3.00	2/22/2027	2/24/2027
9	Testing	6.00	2/24/2027	3/3/2027
10	Preliminary	2.00	2/24/2027	2/25/2027
11	Customer	3.00	2/26/2027	3/2/2027
12	Final Review	0.00	3/3/2027	3/3/2027

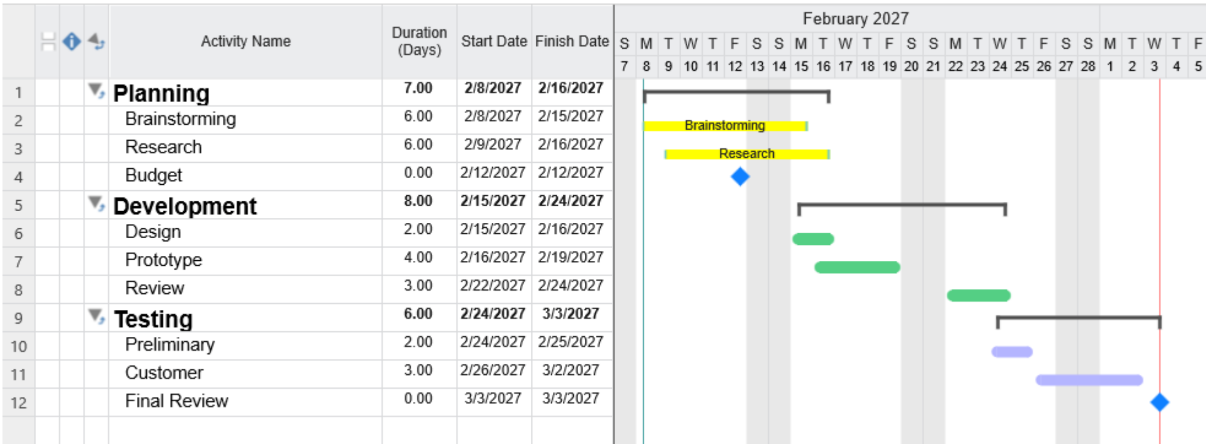
6.5 Changing Text Styles by Row

Changing Text Styles by Row

Another way to customize your schedule is to use different fonts, sizes, and styles of text.

Steps:
1. Hold down the Ctrl key and click in the three Activity Name cells of the tasks in rows 1, 5 and 9. This will highlight all of the tasks in outline level 1, the highest outline level.
   These are the Planning, Development, and Testing tasks.

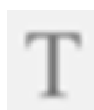
2. On the Home tab, in the Font group, change the text size to 14 and click the  button to bold the text.

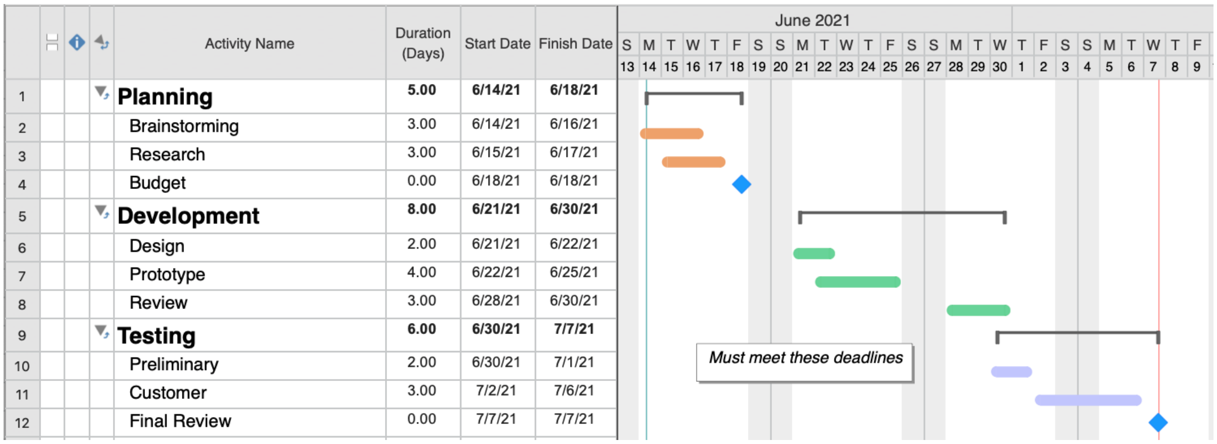


6.6 Including Text Boxes

Including Text Boxes

Adding text boxes allows you to label and customize the timeline graph of a schedule. You can add a box of text to the timeline graph and then format that box with any font styles.
Steps:

1. To add a text box, click the  button to select the Text Box tool from the Tools control.
2. Click in an empty area of the timeline graph and drag out a box of the desired size.
3. Enter some sample text that you choose, or enter: "Must meet these deadlines".
4. To resize the text box, select the Arrow tool from the Tools control, click the text box, and then drag one of its corner handles. You can resize it to include all words on one line.
5. To change the font attributes of the text box, select the text box with the Arrow tool.
6. Go to the Format tab -> Format Selected. You can also right-click on the text box and choose Format Text Box from the drop-down menu.
   The Format Item dialog opens.
7. Click the Font tab.
8. Click the Italicize button to italicize the text.
   You can also use the Font tools to make your changes.
9. Click the button that horizontally centers the text.
10. Click OK to apply your changes and close the Format Item dialog.

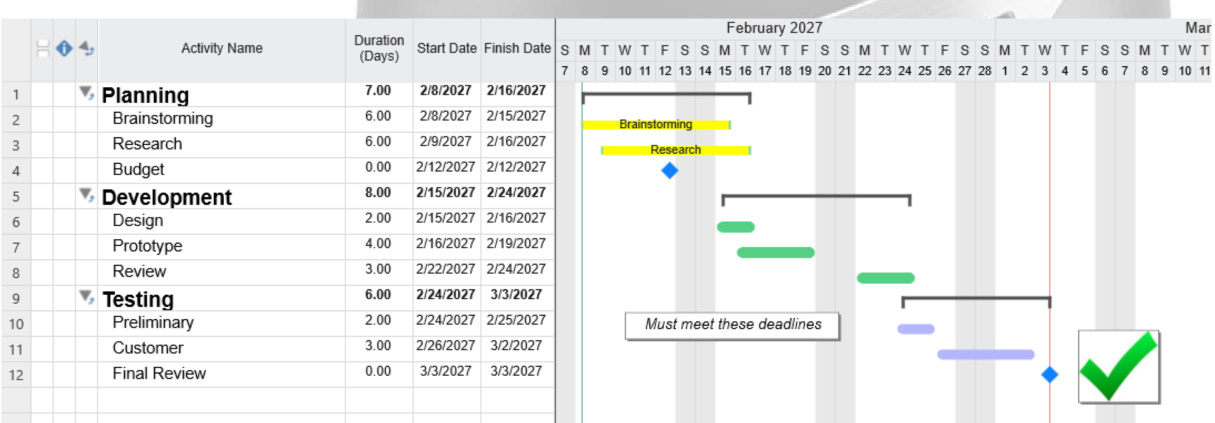


6.7 Including Pictures

Including Pictures

In addition to text boxes you can also add pictures. Pictures are graphic items such as clip art that are imported into the timeline graph area or Print Preview window.

Steps:
1. On the Insert tab, in the Timeline Elements group, click Picture.
   The Insert Picture dialog opens.
2. Select Clipboard to include pictures pasted to the Clipboard or File to include a file saved on a disk. We are using a sample check mark in this example.
   You can either enter the file name and path or click the Browse button to navigate to the file.
   Sample picture files are installed in the FastTrack Schedule directory in the Program Files directory.
3. Click OK.
4. To resize the picture, drag one of the eight resize handles.
   You can hold down the Shift key and drag a corner handle to maintain its proportions.
5. You can drag a picture (or text box) anywhere on screen by selecting the Arrow tool and clicking and dragging the item.

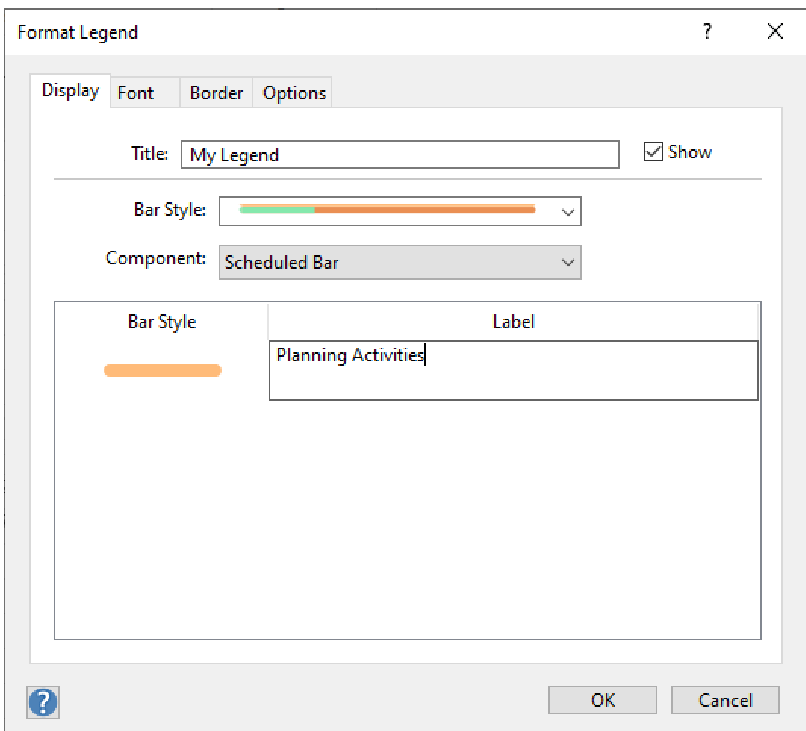


6.8 Including a Legend

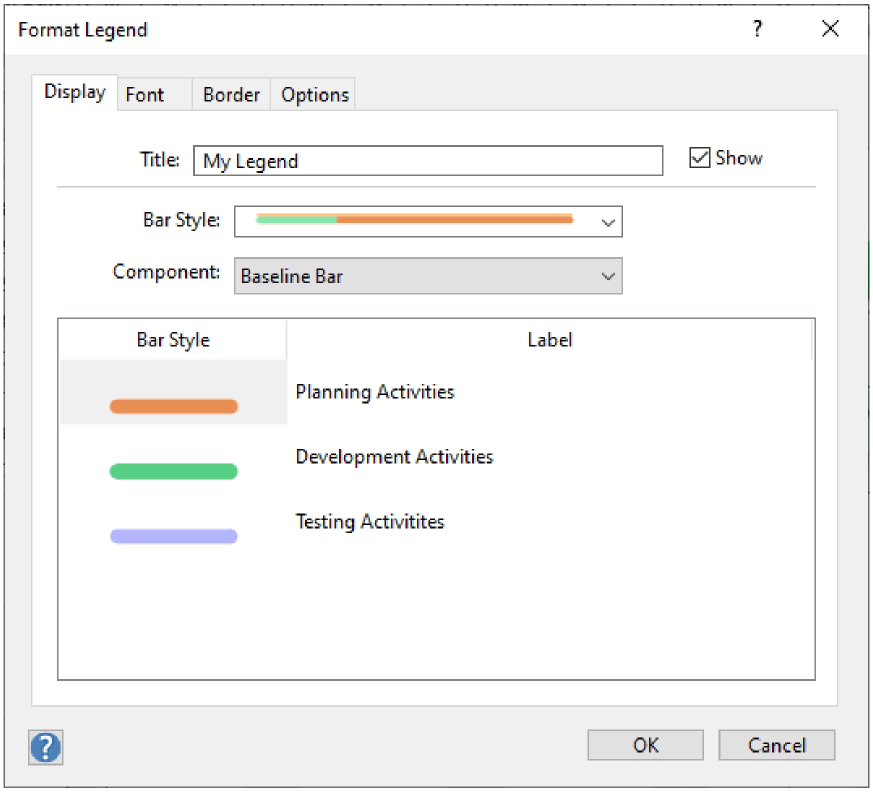
Including a Legend

A legend creates a key to the bar styles used in the schedule. It lists the bar styles and allows you to assign a name, or a label, to each bar style. You can create multiple legends in the Schedule View and the Schedule and Resource Print Preview windows. In this case, you will enter a legend in the Schedule View.

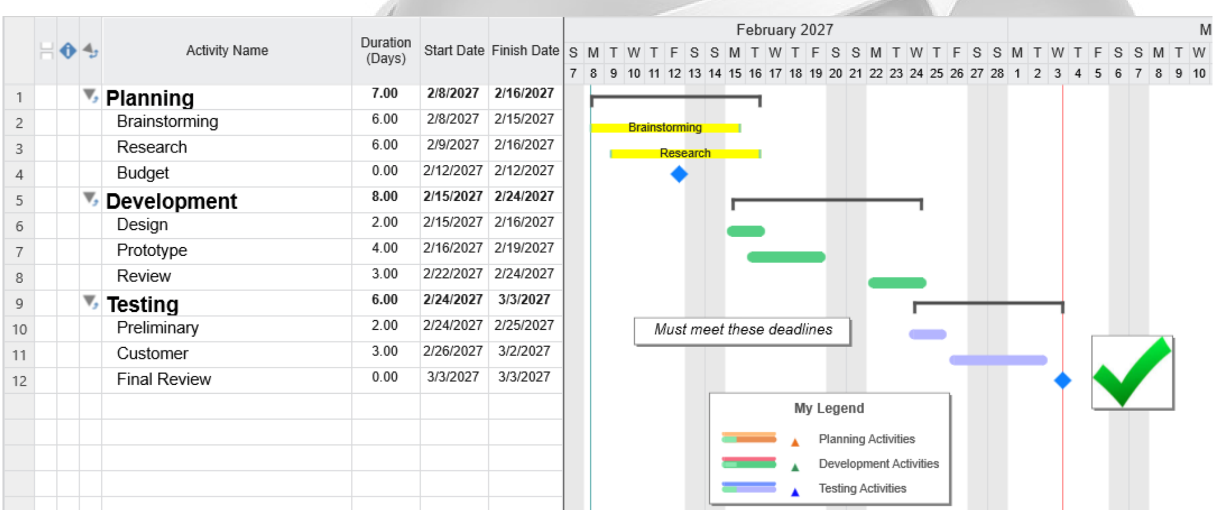
Steps:
1. On the Insert tab, in the Timeline Elements group, click Legend.
   The Format Legend dialog opens.
2. In the Title box, enter My Legend.
3. Click in the first row of the Bar Style column.
4. From the Bar Style drop-down list, select Bar Style 7 (the orange bar).
   The bar appears in the table below.
5. Click in the Label column next to the bar in the table and enter "Planning Activities".



6. Select the second row in the Bar Style column.
7 From the Bar Style drop-down list, select the green bar.
8. Click in the Label column next to this bar in the table and enter "Development Activities".
9. Click the third row in the Bar Style column.
10. From the Bar Style drop-down list, select the light purple bar.
11. Click in the Label column next to this bar in the table and enter "Testing Tasks".



12. Click the Font tab.
13. From the top drop-down list, select Legend Title.
14. Click the Bold button.
15. Click OK to apply your changes and close the Format Legend dialog.
16. Using the Arrow tool, drag the legend to a location in the timeline graph where it is not covering any bars or items.

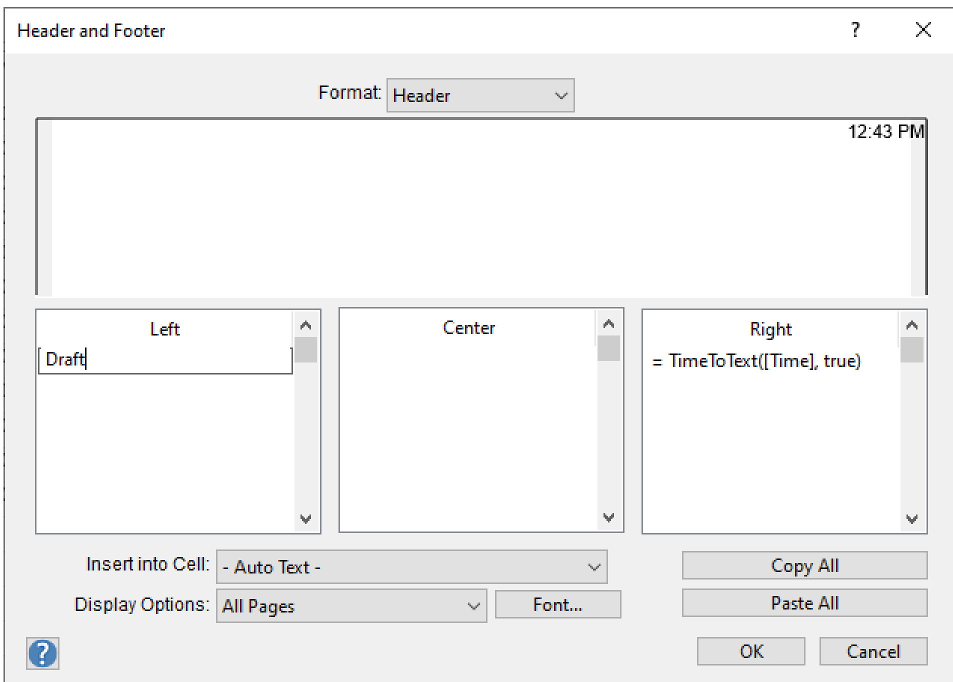


6.9 Adding Headers and Footers

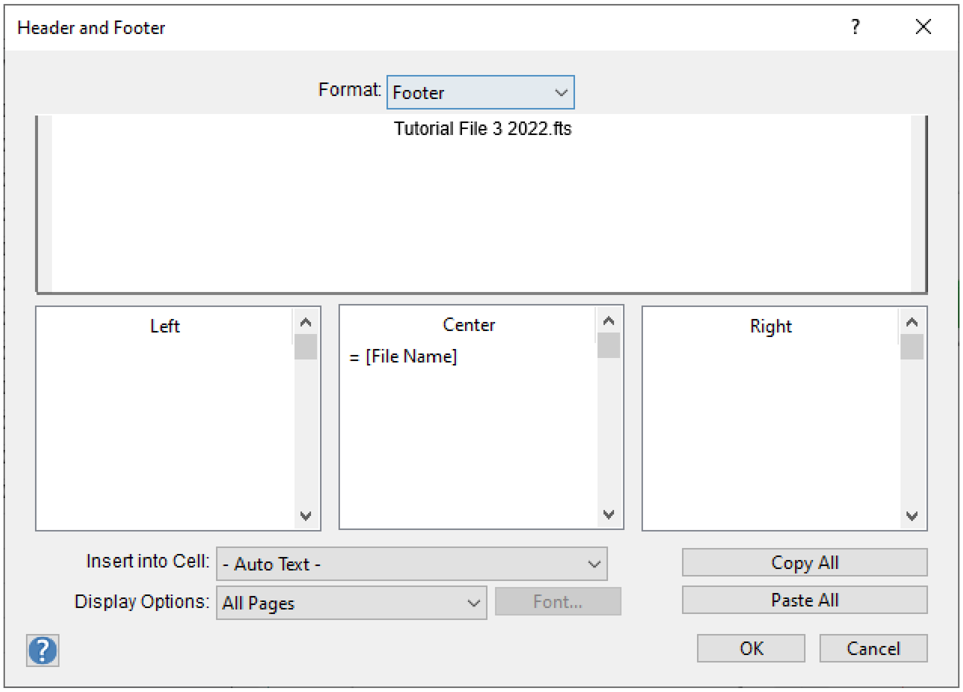
Adding Headers and Footers

The Schedule, Resource, and Calendar Views all have the capacity to show headers and footers that appear when you print that View or access that View's Print Preview window. This allows you to include information such as the file name, date, and page number on printed pages.

Steps:
1. On the Format tab, in the Display group, click Header & Footer.
   The Header and Footer dialog opens.
2. From the Format drop-down list, select Header.
3. Select a cell in the right table.
4. From the Insert into Cell drop-down list, select Time (12 Hour).
5. Select a cell in the left table.
6. Enter the word Draft.



7. From the Format drop-down list, select Footer.
8. Select a cell in the middle table.
9. From the Insert into Cell drop-down list, select File Name.



10. Click OK to apply your changes and close the Header and Footer dialog.

6.10 Previewing the Customized Schedule

Previewing the Customized Schedule

You are done! You now have a customized schedule with new bar styles, different text styles, text boxes, and a picture.

Steps:
1. In the Quick Access toolbar, beside the File menu (top-left of the screen), click the Print Preview icon . You can also go to File - Print - Print Preview.
   The Print Preview window opens.

6.11 Finishing Tutorial 3

Finishing Tutorial 3

You are done with Tutorial 3. You now know the basics of customizing the appearance of your schedule.

To close the FastTrack Schedule Tutorial 3 Practice File:

1. From the View menu, select Schedule.
   The Schedule View opens.
2. To close the FastTrack Schedule Tutorial 3 Practice File, from the File menu, select Close.
3. Click No to close the schedule without saving your changes.

To start the next tutorial:
1. Go to Tutorial 4: Scheduling Dependencies.
   -or-
   Return to the Tutorial Contents.

7 Tutorial 4: Scheduling Dependencies

7.1 Scheduling Dependencies - Intro

Tutorial 4 - Scheduling Dependencies

This tutorial shows you how to use scheduling dependencies, otherwise known as Links between tasks.

Click the link below to download the practice schedule file to be used while taking this tutorial:

Download The "FastTrack Schedule Tutorial Practice File 4.fts" and Open It.

Important:
If you have trouble downloading and accessing the practice file, please call our Tech Support team for assistance: (703) 450-2318.

7.2 What is Linking?

What is Linking?

Linking two activity bars creates a dependency between tasks. When an activity bar is moved, it can affect all bars linked to it. Links may be created from the start or end point of one bar to the start or end point of a second bar, which is to say that FastTrack Schedule supports Start to Start, Start to Finish, Finish to Start and Finish to Finish links.

Once bars are linked, you can set the Lead or Lag time between tasks to determine how much one activity may slip before it affects another.

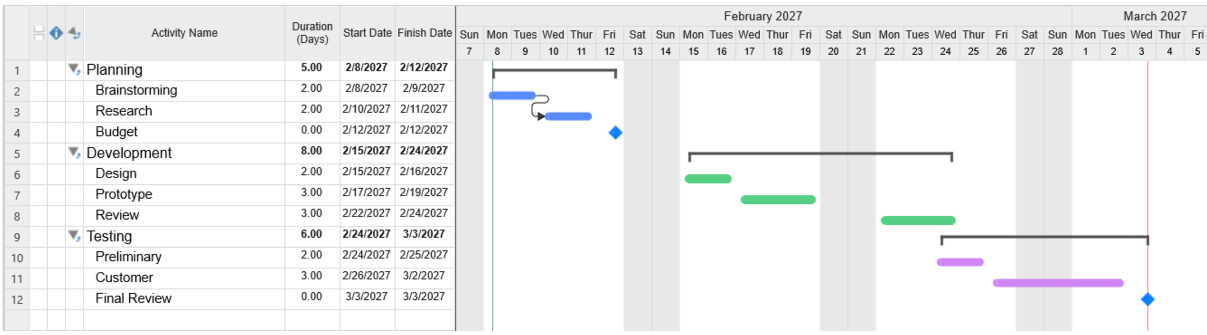
7.3 Drawing Links

Drawing Links

You can use the Link Bars tool to create dependencies between bars.

Steps:

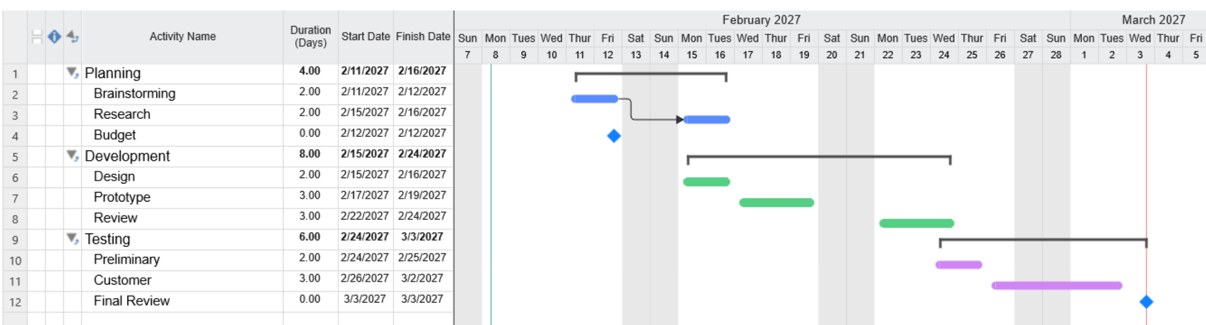
1. On the Bar tab, in the Tools group, select the Bar Link tool. 
2. With the Link tool, click the END POINT of the Brainstorm activity bar and drag to the START POINT of the Research activity bar.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Planning	5.00	2/8/2027	2/12/2027
2	Brainstorming	2.00	2/8/2027	2/9/2027
3	Research	2.00	2/10/2027	2/11/2027
4	Budget	0.00	2/12/2027	2/12/2027
5	Development	8.00	2/15/2027	2/24/2027
6	Design	2.00	2/15/2027	2/16/2027
7	Prototype	3.00	2/17/2027	2/19/2027
8	Review	3.00	2/22/2027	2/24/2027
9	Testing	6.00	2/24/2027	3/3/2027
10	Preliminary	2.00	2/24/2027	2/25/2027
11	Customer	3.00	2/26/2027	3/2/2027
12	Final Review	0.00	3/3/2027	3/3/2027

3. To drag the linked bar, select the Arrow tool, and drag the MIDDLE of the Brainstorm activity three days to the right.

You will know you have selected the middle of the activity when you see a cursor with arrows pointing in both directions. The Research activity moves when you move the Brainstorm activity.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Planning	4.00	2/11/2027	2/16/2027
2	Brainstorming	2.00	2/11/2027	2/12/2027
3	Research	2.00	2/15/2027	2/16/2027
4	Budget	0.00	2/12/2027	2/12/2027
5	Development	8.00	2/15/2027	2/24/2027
6	Design	2.00	2/15/2027	2/16/2027
7	Prototype	3.00	2/17/2027	2/19/2027
8	Review	3.00	2/22/2027	2/24/2027
9	Testing	6.00	2/24/2027	3/3/2027
10	Preliminary	2.00	2/24/2027	2/25/2027
11	Customer	3.00	2/26/2027	3/2/2027
12	Final Review	0.00	3/3/2027	3/3/2027

7.4 Linking Selected Bars

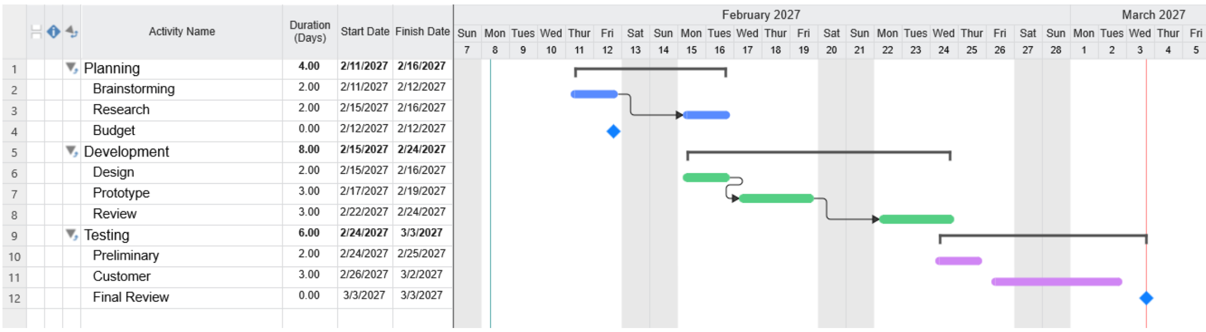
Linking Selected Bars

You can select bars and click the Link button to create dependencies between bars.
Steps:
1. Hold down the Control key on your keyboard and click on the Design, Prototype and Review bars to select them. You can also click in an empty space in your timeline graph and drag the box over all bars you would like to select.

2. On the Home tab, in the Link group, click 

, the Link button.

All three activity bars are now linked. The default link type is Finish to Start with a Lag/Lead of 0, but you can adjust this in the Information Form for these tasks.



	Activity Name	Duration (Days)	Start Date	Finish Date
1	Planning	4.00	2/11/2027	2/16/2027
2	Brainstorming	2.00	2/11/2027	2/12/2027
3	Research	2.00	2/15/2027	2/16/2027
4	Budget	0.00	2/12/2027	2/12/2027
5	Development	8.00	2/15/2027	2/24/2027
6	Design	2.00	2/15/2027	2/16/2027
7	Prototype	3.00	2/17/2027	2/19/2027
8	Review	3.00	2/22/2027	2/24/2027
9	Testing	6.00	2/24/2027	3/3/2027
10	Preliminary	2.00	2/24/2027	2/25/2027
11	Customer	3.00	2/26/2027	3/2/2027
12	Final Review	0.00	3/3/2027	3/3/2027

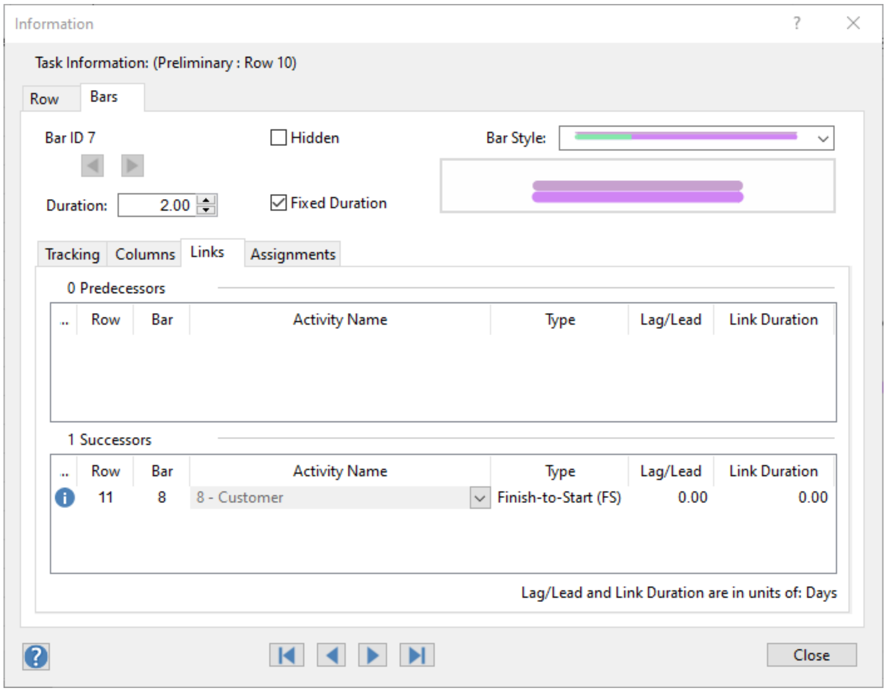
7.5 Creating Links in the Information Form

Creating Links in the Information Form

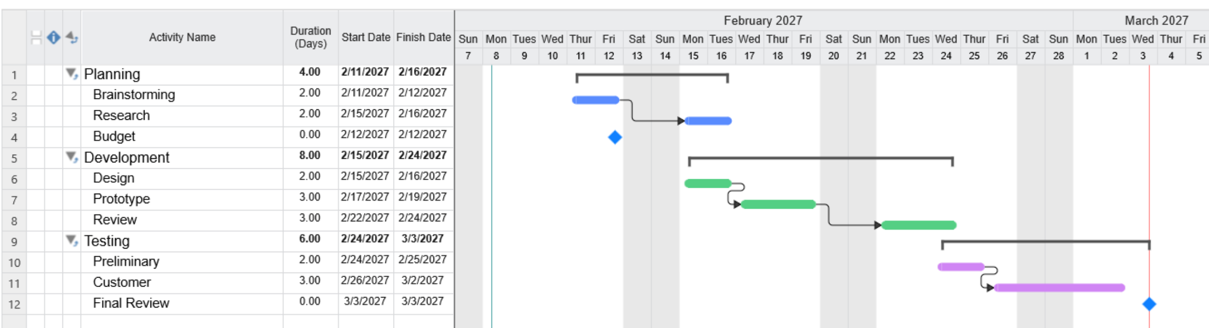
You can create dependencies between tasks in the Information Form.
Steps:
1. Click in the Information Form action column of Row 10, the activity named Preliminary. You can also open the Bar Information Form by double-clicking on the task bar in the timeline graph.

The Information Form opens in the Row tab.

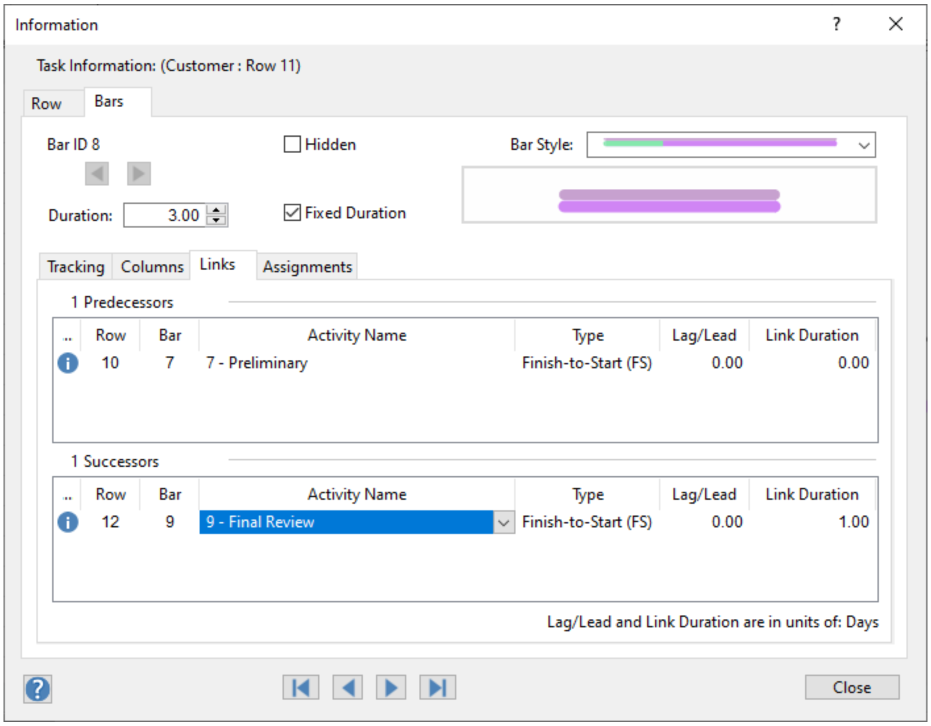
2. Click the Bars tab.
3. Click the Bars>Links tab.
4. In the Activity Name column of the Successors table, choose "8-Customer" from the drop-down list.



5. Click Close to close the Information Form and apply your changes.
The tasks Preliminary and Customer are now linked.



6. Click in the Information Form action column of Row 11, the activity named Customer.
The Information Form opens in the Row tab.
7. Click the Bars tab.
8. Click the Bars>Links tab.
9. In the Activity Name column of the Successors table, choose "9-Final Review" from the drop-down list.



10. Click Close to close the Information Form and apply your changes.
 The tasks Customer and Final Review are now linked.

7.6 Finishing Tutorial 4

Finishing Tutorial 4

You are done with Tutorial 4. You now know the basics of scheduling dependencies through linking and several different ways of creating those links.

To close the FastTrack Schedule Tutorial 4 Practice File:
1. To close the FastTrack Schedule Tutorial 4 Practice File, from the Application menu, select Close.
2. Click No to close the schedule without saving your changes.

To start the next tutorial:
1. Go to Tutorial 5: Tracking Progress.
 -or-
 Return to the Tutorial Contents.

8 Tutorial 5: Tracking Progress

8.1 Tracking Progress - Intro

Tutorial 5 - Tracking Progress

This tutorial shows you how to track the progress of tasks by entering their baseline dates, scheduled dates, actual dates, and % complete.

Click the link below to download the practice schedule file to be used while taking this tutorial:

Download The "FastTrack Schedule Tutorial Practice File 5.fts" and Open It.

Important:
If you have trouble downloading and accessing the practice file, please call our Tech Support team for assistance: (703) 450-2318.

8.2 What is Progress Tracking?

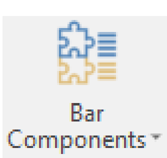
What is Progress Tracking?

Thus far in the tutorials you have simply dragged activity bars to a new position in the timeline graph when their dates have changed. Some projects, and some companies, call for a way of tracking these changes. This is called progress tracking.

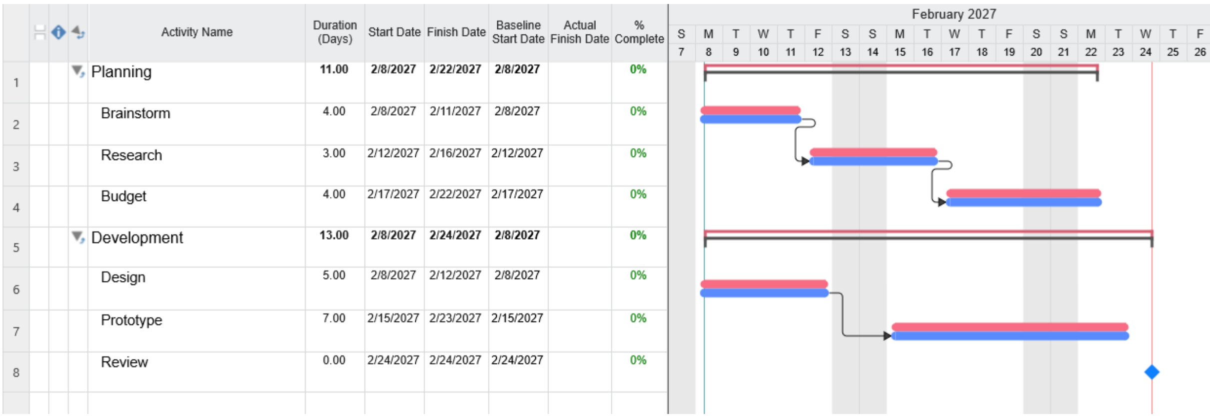
At all times, FastTrack Schedule automatically tracks the progress of tasks as three sets of dates:

- · Baseline – Dates that reflect when your schedule was originally planned.
- · Scheduled – Dates as they are currently projected, accounting for adjustments since the project began.
- · Actual – Dates as they actually happened, also tracked as a percentage complete, or "work-in-place."

Each set of dates (or "component") can be displayed within a single bar style and each has its own tool for editing that component. The bar styles in this schedule have been formatted to display both the Scheduled and Baseline bars at all times, even if they are the same. You can control which components are actively displayed by using the Components tool in the View section. The default for a new schedule is to show the Scheduled bars only, unless the Baseline is different. This example file has them both showing at the moment.



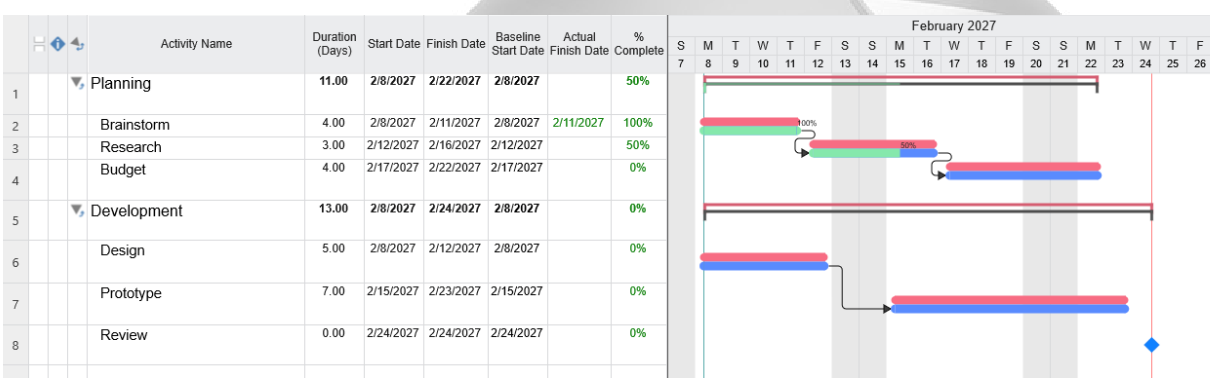
Example: As an example, the graphic below represents what a schedule would look like when you first plan the project. At this stage, the activity bars represent the Baseline starts and finishes. In this example, the Baseline component is the top bar, the Scheduled component is a bar just below the Baseline component, and the Actual component is a different color fill in the Scheduled bar once Actuals are entered.



	Activity Name	Duration (Days)	Start Date	Finish Date	Baseline Start Date	Actual Finish Date	% Complete
1	Planning	11.00	2/8/2027	2/22/2027	2/8/2027		0%
2	Brainstorm	4.00	2/8/2027	2/11/2027	2/8/2027		0%
3	Research	3.00	2/12/2027	2/16/2027	2/12/2027		0%
4	Budget	4.00	2/17/2027	2/22/2027	2/17/2027		0%
5	Development	13.00	2/8/2027	2/24/2027	2/8/2027		0%
6	Design	5.00	2/8/2027	2/12/2027	2/8/2027		0%
7	Prototype	7.00	2/15/2027	2/23/2027	2/15/2027		0%
8	Review	0.00	2/24/2027	2/24/2027	2/24/2027		0%

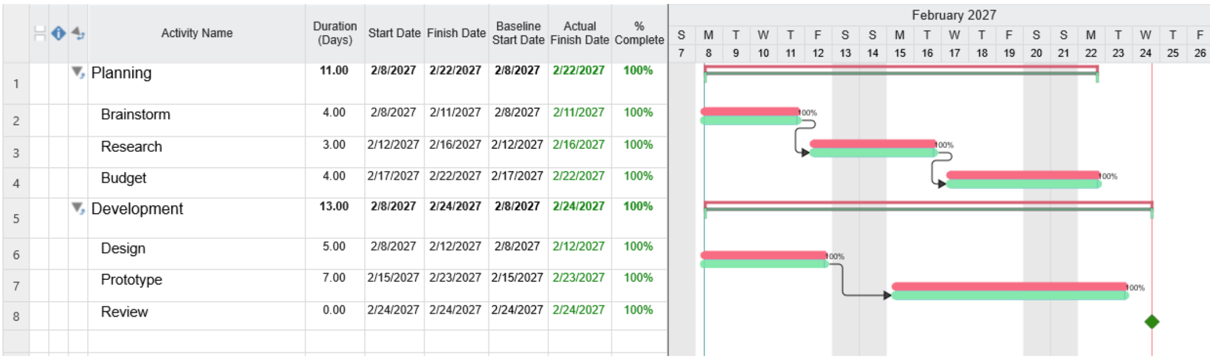
Now take a look at the schedule since work has begun. We have completed the first activity, Brainstorm, as shown by the green Actual fill color. We can also see that it was completed on time – the Baseline, Scheduled, and Actual are all the same. We have also completed 50% of the Research activity, as shown by the green Actual fill color in half of the Scheduled bar.

Notice that the Research activity's blue colored Scheduled bar is shorter than the Baseline bar. This shows that while the activity will take shorter than planned; it has been revised to end later. Also notice that links always connect the Scheduled elements of activity bars.



	Activity Name	Duration (Days)	Start Date	Finish Date	Baseline Start Date	Actual Finish Date	% Complete
1	Planning	11.00	2/8/2027	2/22/2027	2/8/2027		50%
2	Brainstorm	4.00	2/8/2027	2/11/2027	2/8/2027	2/11/2027	100%
3	Research	3.00	2/12/2027	2/16/2027	2/12/2027		50%
4	Budget	4.00	2/17/2027	2/22/2027	2/17/2027		0%
5	Development	13.00	2/8/2027	2/24/2027	2/8/2027		0%
6	Design	5.00	2/8/2027	2/12/2027	2/8/2027		0%
7	Prototype	7.00	2/15/2027	2/23/2027	2/15/2027		0%
8	Review	0.00	2/24/2027	2/24/2027	2/24/2027		0%

The last schedule shows that all tasks have been completed. Their bars show the difference between their Baseline and Scheduled dates.



	Activity Name	Duration (Days)	Start Date	Finish Date	Baseline Start Date	Actual Finish Date	% Complete
1	**Planning**	**11.00**	**2/8/2027**	**2/22/2027**	**2/8/2027**	**2/22/2027**	**100%**
2	Brainstorm	4.00	2/8/2027	2/11/2027	2/8/2027	2/11/2027	100%
3	Research	3.00	2/12/2027	2/16/2027	2/12/2027	2/16/2027	100%
4	Budget	4.00	2/17/2027	2/22/2027	2/17/2027	2/22/2027	100%
5	**Development**	**13.00**	**2/8/2027**	**2/24/2027**	**2/8/2027**	**2/24/2027**	**100%**
6	Design	5.00	2/8/2027	2/12/2027	2/8/2027	2/12/2027	100%
7	Prototype	7.00	2/15/2027	2/23/2027	2/15/2027	2/23/2027	100%
8	Review	0.00	2/24/2027	2/24/2027	2/24/2027	2/24/2027	100%

8.3 Using Scheduled Dates

Using Scheduled Dates

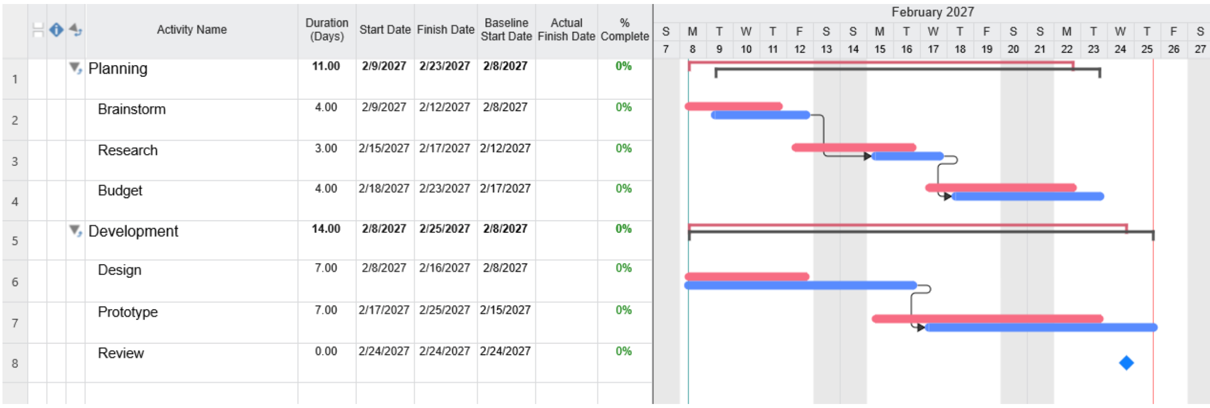
While the three components can be displayed in thousands of ways depending on how you customize your bar styles, in this file the Baseline bars are shown in light red and the Scheduled bars are shown in blue. The Actual fill of the bars will be green when Actuals are inputted.

With the Baseline dates in place and an understanding of the bar styles used, you are ready to track the progress of your tasks. Let's say that because of conflicts, the Brainstorming activity cannot begin when originally scheduled. You must revise it to start later, slipping it one day. The Design activity will also take longer to complete, so the finish date will be moved two days later.

You can change the Scheduled dates by typing in the Scheduled columns, but here you will use the Revise Mode tool. If you changed the % Complete values for your tasks in the previous lesson, please reopen the Tutorial 5 file with all at 0%. Once tasks are marked as complete, they cannot be moved.

Steps:

1. On the Home tab, in the Tools group, select the Revise Mode tool.
2. Position the cursor in the MIDDLE of the Brainstorm activity bar and drag to the right 1 day to 03/09/2027.
3. Select the Revise Mode tool again and drag the END POINT of the Design activity bar to the right 2 days to 3/16/2027.



	Activity Name	Duration (Days)	Start Date	Finish Date	Baseline Start Date	Actual Finish Date	% Complete
1	**Planning**	**11.00**	**2/9/2027**	**2/23/2027**	**2/8/2027**		0%
2	Brainstorm	4.00	2/9/2027	2/12/2027	2/8/2027		0%
3	Research	3.00	2/15/2027	2/17/2027	2/12/2027		0%
4	Budget	4.00	2/18/2027	2/23/2027	2/17/2027		0%
5	**Development**	**14.00**	**2/8/2027**	**2/25/2027**	**2/8/2027**		0%
6	Design	7.00	2/8/2027	2/16/2027	2/8/2027		0%
7	Prototype	7.00	2/17/2027	2/25/2027	2/15/2027		0%
8	Review	0.00	2/24/2027	2/24/2027	2/24/2027		0%

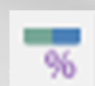
Notice that all bars linked to the bars we have changed will also show revisions. This is because when you change the Scheduled dates you also revise the dates of the linked bars.

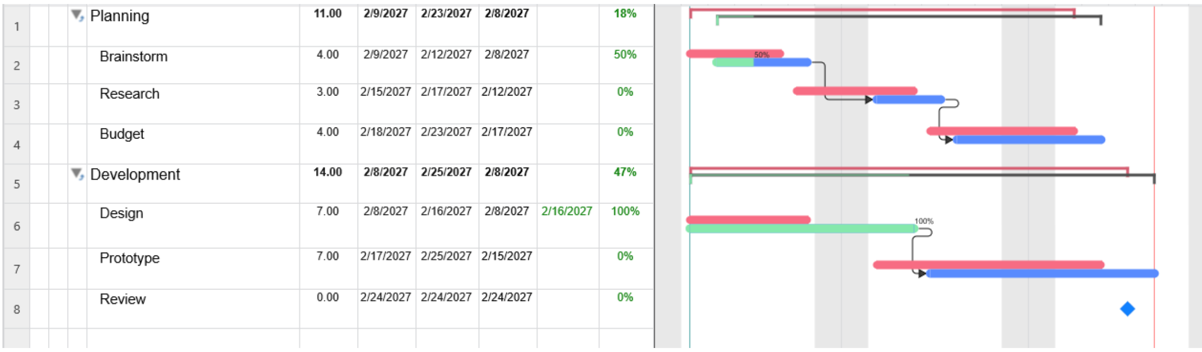
8.4 Using Actual Dates and % Complete

Using Actual Dates and % Complete

An activity's Actual dates and % Complete are interrelated - they both represent "work-in-place." As an activity is worked on, it is first given an Actual Start date, then an increasing % Complete, and when completed, an Actual Finish Date and an Actual Duration.

Steps:

1. On the Tools tab, in the Tracking group, and click Percent tool. 
2. Position the Bar Percent Complete cursor in the middle of the Brainstorm activity's blue Scheduled bar and click your mouse button.
3. If the activity's % Complete column does not show 50%, select the value and type 50.
4. Press the Return/Enter key.
5. Double-click in the % Complete column next to the Design task. Choose 100% from the value list or type 100 in the cell. The entire Scheduled bar will turn green showing that the task is 100% complete. The Actual Finish Date will also populate in the column now that the task is complete.



1	Planning	11.00	2/9/2027	2/23/2027	2/8/2027		18%
2	Brainstorm	4.00	2/9/2027	2/12/2027	2/8/2027		50%
3	Research	3.00	2/15/2027	2/17/2027	2/12/2027		0%
4	Budget	4.00	2/18/2027	2/23/2027	2/17/2027		0%
5	Development	14.00	2/8/2027	2/25/2027	2/8/2027		47%
6	Design	7.00	2/8/2027	2/16/2027	2/8/2027	2/16/2027	100%
7	Prototype	7.00	2/17/2027	2/25/2027	2/15/2027		0%
8	Review	0.00	2/24/2027	2/24/2027	2/24/2027		0%

You do not need to be tracking all three sets of dates in order to use % Complete.

8.5 Finishing Tutorial 5

Finishing Tutorial 5

You are done with Tutorial 5. You now know the basics of tracking an activity's scheduled, baseline, and actual dates.

To close the FastTrack Schedule Tutorial 5 Practice File:
1. To close the FastTrack Schedule Tutorial 5 Practice File, from the Application menu, select Close.
2. Click No to close the schedule without saving your changes.

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