

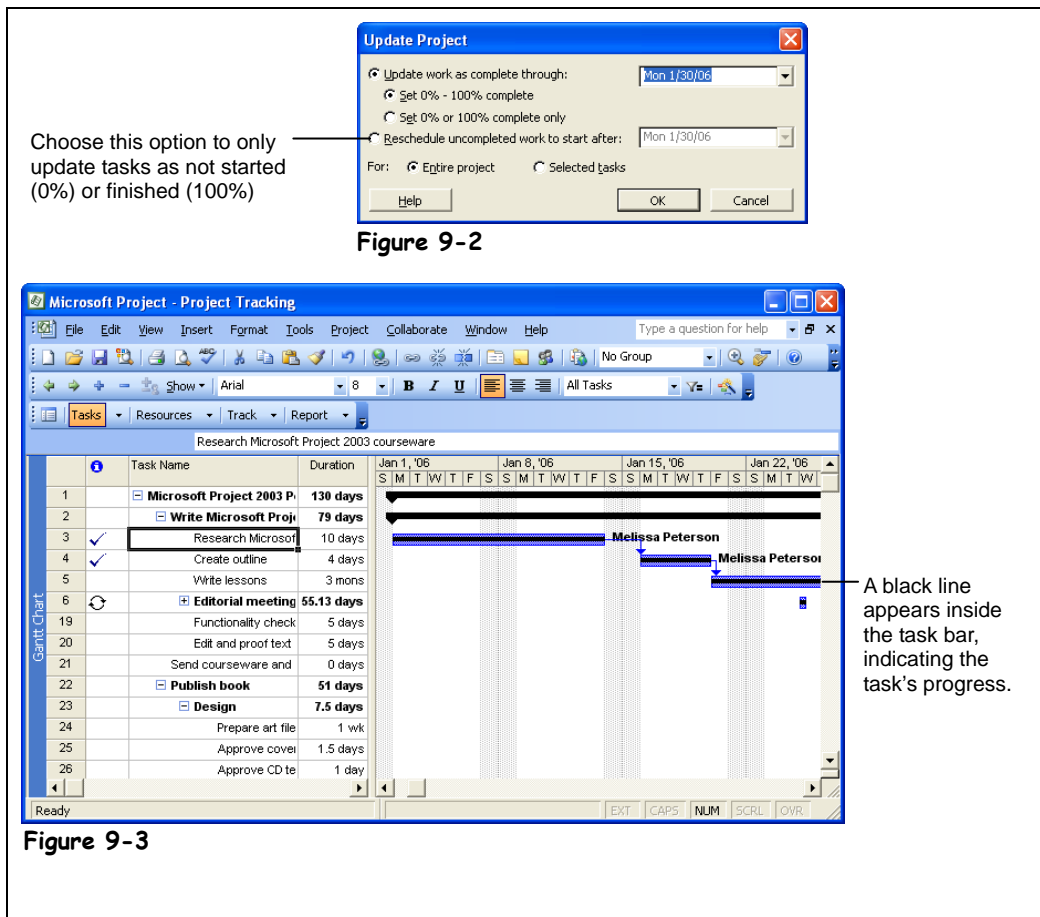
Lesson 9-2: Updating the Entire Project

Figure 9-2

The Update Project dialog box.

Figure 9-3

The project after updating progress.



If everything is going along smoothly and there are no problems or delays, the easiest way to track progress is simply to report that the project is proceeding as planned. We'll hope for your sake that you will get to use this tracking method often. This lesson will show you how to do this.

In our project, the table of contents and research tasks finished in time, and the writing progress seems to be on track. Here's how to update this first month of the project.

1. Select **Tools** → **Tracking** → **Update Project** from the menu.

The Update Project dialog box appears.

There are two ways to update work in the project.

- **Set 0% - 100% complete:** Updates the scheduled progress on all tasks within the given time frame.
- **Set 0% or 100% complete only:** Only updates tasks as not started (0%) or finished (100%). Does not update progress on tasks that have started but are not finished.

Let's update the project using the default options, as shown in Figure 9-2.

Using this method of updating the project will override other tracking changes you may have made in the project.

2. Make sure the default options are selected, as shown in Figure 9-2.

Now define how far into the project you want to update.

3. Click the **Update work as complete through list arrow.**

A calendar menu appears.

4. Navigate to and select the date **1/30/06.**

The date appears in the dialog box, as shown in Figure 9-2. Project will update the scheduled progress of tasks up to the selected date.

Once the options are selected as you want them, you're ready to update the project.

5. Click **OK.**

The dialog box closes, and Project updates the completion progress of tasks within the defined timeframe, as shown in Figure 9-3.

Notice that some progress has even been recorded for the Write lessons task, which has started but is not finished.

Other Ways to Enter a Date:

- Click in the text box and type the date you want to update the project through.

 **Quick Reference****To Update Project Progress:**

1. Select **Tools** → **Tracking** → **Update Project** from the menu.
2. Select the options you want to use to update the project.
3. Click the **Update work as complete through** list arrow and select the date through which you want to update the project.
4. Click **OK**.