

xlEasy ProjectTools

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1	Introduction	2
2	Create a new Project plan	3
2.1	New Excel-file	3
2.2	Add projects, sub projects and tasks	3
2.3	Edit project plan	6
2.4	Scheduling	8
2.5	Gantt bar colors	13
2.6	Columns Doc and Map	14
2.7	Other columns.....	15
3	Views	17
3.1	Select view	17
3.2	Filter tasks.....	18
3.3	Sort	20
4	Reports	22
4.1	Update a report	22
4.2	Report settings.....	22
5	Communicate your Project Plan	23
5.1	Reports	23
5.2	Print.....	23
5.3	Send sheet as e-mail	23
5.4	Send Email, Appointment or Task	24
5.5	Create ToDo/Task (IBM Notes)	28
5.6	Take a picture of your plan	28
5.7	Export sheet	28
5.8	Send project plan	28
6	Consolidated project plan	29
6.1	Settings.....	29
7	Production plan	30
8	Workplan	30
9	Technical info	31
9.1	Help.....	31
9.2	Security settings.....	31
9.3	Installation	33
9.4	Working with views.....	34
9.5	Customize design	38
9.6	Use the functions in your own workbooks	40
9.7	Shortcuts.....	41
9.8	History	42



1 Introduction

xlEasy Project Plan and **ProjectTools** are used to plan, execute and terminate projects. The focus is in planning and communicating.

News in version 606

- **New:** Insert/Delete tasks, subproject and projects with shortcuts Ctrl+Plus and Ctrl+Minus.
- **New:** Automatic installation/upgrade when a new ProjectTools is opened.
- **New:** Advanced filtering in Views. Select projects/subprojects based on name pattern: Select all subprojects named "*development*".
- **New:** Configure text on Gantt lines.
- **New:** Progress can show effort (used resourced compared to budget)
- **UPD:** Baseline function.
- **UPD:** Absence (Production plan) handling is now more flexible.
- **UPD:** Timeline color dependent on responsible is now standard.

News in version 510

- **New:** Schedule a subproject from delivery date (ALAP = As Late As Possible or Late Start). Input just end date and have all tasks scheduled from that.
- **New:** New advanced features when filtering views. Fast, lightweight and code-based.
- **New:** e-conomic integration is re-written to overcome limitations in datasets. Tested with 25.000+ records.
- **New:** In Consolidation an extra header can be inserted before each subset, making is easier to navigate in large consolidated plans.
- **Fixed:** Input end date and keep duration. Text on Gantt lines.

See also chapter [History](#).



2 Create a new Project plan

2.1 New Excel-file

You have received a project template in one of these formats: *.xlsb, *.xlsm or *.xltm. xlsb and xlsm are normal Excel files with macros. You can use both. xltm is an Excel (xltm) template (xltm) with macros (xltm).

During setup, you have chosen how to create a new Project plan: By using *Files > New* or by copying.

Files > New

In Excel 2010, your templates are found under *My templates*.

In Excel 2013, look in *Personal* (or *Custom*).

Copy project plan

If you are using this method, your original is most likely an xlsb-file. Be sure to keep a copy in a safe place.

A new project plan is created by copying in Windows Explorer or by open and save as in Excel.

2.2 Add projects, sub projects and tasks

You can add new sub projects and tasks manually or through the menu in ProjectTools.

Add projects, subprojects and tasks

Add from keyboard (recommended!)

Shortcut Ctrl+Plus: Add a task. The task is added below selected row. Insert **multiple tasks** example: Selecting 3 rows before Ctrl+Plus will insert 3 tasks.

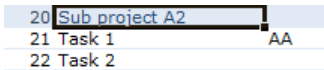

Ctrl+Plus in column ID: If a cell in column ID is selected you will get the dialogue "Add..." where you can add projects, subprojects and tasks.

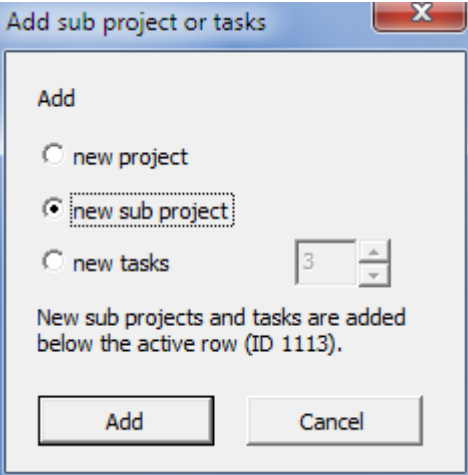
Shortcut Ctrl+Minus: Delete a task, a subproject or a project.

Note: Ctrl+Plus and Ctrl+Minus are standard Excel shortcuts. Outside the projectplan they will work as usual.



Add with dialogue

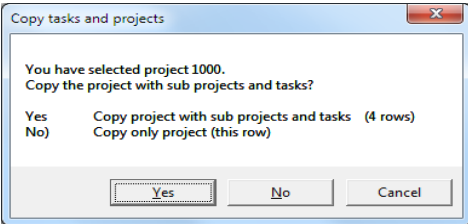
- | | | |
|---|--|--|
| 1 |  | Select a cell in a sub project or a task.
New items are added after the active row. |
| 2 |  | Go to group <i>Project</i> > menu <i>Project</i> > item <i>Add...</i>

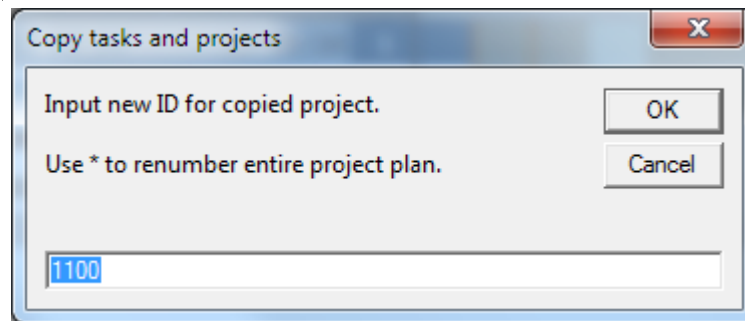
A dialog opens. |
| 3 |  | Select an option and click Add. |

OBS: When a Project is added, a subproject and a task is also added. When adding a new subproject, a task is also added.

Copy projects, subprojects or tasks

Copy a project with subprojects and tasks

- | | | |
|---|--|--|
| 1 |  | Select id for a project. Select menu <i>Project</i> > <i>Copy</i> .
You get this dialog: Choose Yes to copy all project-rows. |
| 2 | The project with subprojects and tasks are copied. When ready you must input new id. You can accept the next project number: | |



Accept default, write your own number or get a total renumbering by typing * (asterix).



2.3 Edit project plan

Edit tasks

Your project template is ready with the necessary rows and columns, so you can start typing tasks.

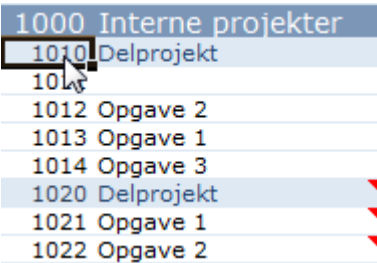
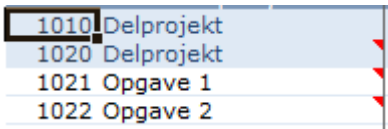
Input

You can overwrite and edit content in all cells. Be prepared: Some columns have formulas. These columns have most often a colored background. If a formula disappears, you just copy from another cell.

Move a task (up/down)

It is easy to move a task in the project structure. Use **Ctrl+arrow up** / **arrow down** to move tasks. Tasks moves between subprojects – and you cannot move sub projects this way. However, you can renumber as described below.

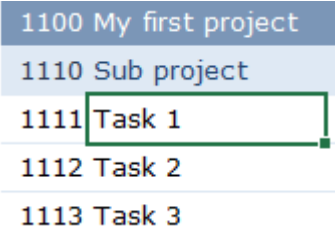
Fold/unfold tasks and sub projects

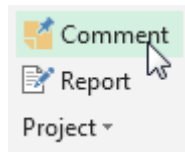
- 1  Double-click on id of sub project.
- 2  Tasks are hidden.
- 3 Doubleclick again to unfold the sub projects (= tasks are now visible).

Double-click on project level folds/unfolds the entire project.

Add a comment

Often you need to save notes, descriptions, questions and other text together with the tasks. Do this by adding a comment to the task.

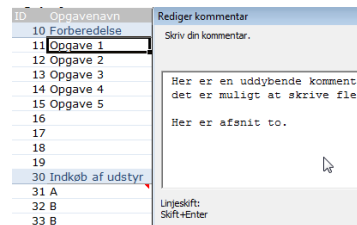
- 
- Select the cell with the task.



Click on *Comment*.

Type additional text in the dialog box.

Shortcut key: In column *Taskname* use **F3**. All other places use **ctrl+skift+k**.



In the dialog box, you write as much text as you want. A test indicates that there is room for approx. 15,000 characters, spaced included. This is approx. 4 A4 pages. You can only write unformatted text. For a new line, use *shift+enter*.

Add a comment from other sheet

You can update content in a comment with content from another sheet. On sheets *Comments* you find a guide.

Template for comments

The comment is formatted. You can edit the template on sheet *Design* (sheet might be hidden).

The comment template is a shape with the name *stdComment*. Formats are read from this shape.

```
CPL:060
(CPL = Characters per line. Should fit to your shape).

Comment template: New comments is formatted like this one.

This shape MUST be named 'stdComment'.

You can change:
* shape type (rectangle, rounded corners etc.)
* comment with
* font name, -size, -color
* background color
* border color, -type, -width
```



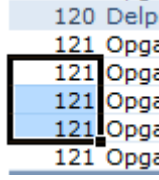
First line is used for setting *Characters per line* (CPL). Used to calculate correct height.

Renumbering of ID's

You can renumber ID's if you have added or deleted tasks.

Shortcut keys: In sheet *Projectplan* column Id use **F3**. All other places – sheets, workbooks – use **ctrl+shift+d**.



	Alternative 1: Select heading in column ID . Renumber with F3 . All projects, subprojects and tasks are renumbered.
	Alternative 2: Select ID for at project . Renumber with F3 . Subprojects and tasks, belonging to the project, are renumbered. The hidden values for <i>max task number</i> is reset.
	Alternative 3: Select ID for a subproject . Re-number with F3 . Subproject with tasks are renumbered.
	Alternative 4: Select cells with content to be renumbered. Value of first cell is assumed a number. Renumber with F3 (only in column ID) or Ctrl+shift+d (on all sheets in all workbooks).

2.4 Scheduling

Two Gantt charts

From version 012, you have the option of working with a double Gantt chart. Your specific template may not support this feature.

Choose among:

- Gantt chart 1: Days are used as units
- Gantt chart 2: Weeks are used as units
- Hide Gantt: No Gantt chart is visible



Gantt start: Above column *Startdate* is the start date of the Gantt chart. You can input any date here or in the *Select view* dialog.

Shortcut keys ctrl+arrow-right and ctrl+arrow-left scrolls the Gantt chart a week forward or back.

Schedule tasks 1 (Early start)

You can also plan with Late Start. Please see next section 'Schedule tasks 2'.



Start	Vis	Slut	nov 09 / uge 48						
26-11-09	4 uger	14-12-09	23	24	25	26	27	28	29
26-11-09	1	=MAKS(N29+O29-1;N29)							
27-11-09	1	27-11-09							
28-11-09	1	28-11-09							

English formula: =MAX(N29+O29-1,N29)

Scheduling is always done by specifying a start date and duration in days. End date is automatically calculated and Gantt charts are updated automatically. This applies whether the units in the Gantt chart are days or weeks, and whether you use calendar days or workdays for scheduling.

Manual scheduling

In the Start Date column, you enter a date in format dd-mm-yyyy. If the date is this year, you just enter dd-mm. Year is automatically added.

In column *Duration*, enter duration in days. Depending on your settings, end date is calculated as calendar- or working days.

Button 'Draw Gantt'

The easiest way to work with scheduling is using **F3** or button **Draw Gantt**. Do this:

- 1 In the Gantt chart, you select the relevant days. You can use the mouse or keyboard. Use **F3** or click button **Draw Gantt**.

Vis			okt / uge 44							nov / uge 45						
3 uger			26	27	28	29	30	31	1	2	3	4	5	6		
Startdato	Dg	Slutdato	M T O T F L S							M T O T F L S						
01-01-09	1	01-01-09														
01-01-09	1	01-01-09														
01-01-09	1	01-01-09														
01-01-09	1	01-01-09														

Vis			okt / uge 44							nov / uge 45						
3 uger			26	27	28	29	30	31	1	2	3	4	5	6		
Startdato	Dg	Slutdato	M T O T F L S							M T O T F L S						
01-01-09	307	03-11-09														
01-01-09	1	01-01-09														
28-10-09	7	03-11-09														
01-01-09	1	01-01-09														

The Gantt bars updates automatically.



Input end date

All end dates are calculated and you should not input end date as you do with start date and duration. If the task ends far out in the future, it can be nice to be able to input end date and have duration calculated.

- 1 Select Enddate or Duration.

StartDate	Days	EndDate	Col
03-05-16		12-05-16	1
03-05-16	10	12-05-16	1
09-05-16	4	12-05-16	
03-05-16	1	03-05-16	

- 2

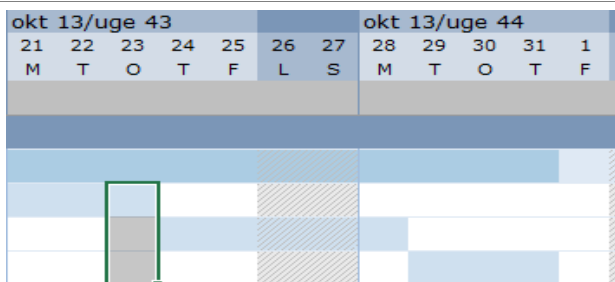
Click button **Draw Gantt** or use shortcut **F3**. A dialog opens:

Input end date or start date. Duration is fixed and the other date is calculated.

Move task dates

If a task has to start later or earlier you can do it for one or more tasks with button **Move start dates**.

- 1



Select one or more tasks in the Gantt chart.

- 2 Click button Move task dates (or ctrl+shift+f). Input number of days or weeks to shift the start dates. Ex.:
 - 3: Start 3 days later
 - -5: Start 5 days earlier
 - 2w: Start 2 weeks later
 - -3w: Start 3 weeks earlier



Linked tasks

A task can link to other task by using simple formulas.

Example: In a bathroom renovation project the first sub-project is demolition. First task is stripping the room of plumbing and fixtures. Then, knock down tiles and scrape the floor. Finally, the old pipes are removed. Task 2 and 3 cannot start before the previous is completed.

F3: Link 2 task. Select a start date. F3 links the task with the task above.

If the task already is linked, the tasks are unlinked.

You can do this manually with a formula like **Start date = End date of previous task + 1**. It may look like this:

Startdate	Dg	Slutdate	M	T	O	T	F	L	S	M	T	O	T
27-10-09	10	05-11-09											
27-10-09	3	29-10-09											
=P11+1	5	03-11-09											
04-11-09	2	05-11-09											

If multiple tasks must be linked to the previous one, just copy the formula down.

OBS: If start date is calculated, the date is show in *italic* – the format is set on sheet *Design*.

Scheduling with workdays

Calendar days are used as unit in most project templates. Maybe your template is using workdays. You work in exactly the same way as with calendar days. The difference is the length of the Gantt bars.

Here is the formulas used to calculate end date:

```
Calendar days : =MAX(N11+O11-1,N11)
Working days  : =WORKDAY(N11,O11)-1
N: Start date, O: Duration)
```

Workdays with holiday calendar

On sheet *Calendar* you may maintain a holiday calendar. The holidays are shown in the Gantt chart and are used if you plan with working days.

Plan tasks 2 (Late Finish)

Many projects have a fixed end- or delivery date. ProjectTools can do the scheduling for you on each subproject.

Fast track: ① Select end date for a subproject. ② Do F3 ③ Set end date.

You schedule one subproject at a time – starting with the last.



Plan from end date

- 1 Create tasks (se earlier) with id, taskname, responsible etc. You must set a duration, but do not set start or end date yet. Select end date of the **subproject**:

1000 Placebo Inc	09-05-16	12-05-16							
1010 Order 123	09-05-16	4 12-05-16							
1011 Task 1	09-05-16	2 10-05-16							
1012 Task 2	09-05-16	3 11-05-16							
1013 Task 3	09-05-16	4 12-05-16							

- 2 Use F3 to show this dialog and input a date in one of the allowed formats:

Set start date and duration

1010 Order 123?

Set end date for this subproject.

Use one of these formats:
DD-MM-YYYY (06-05-2016)
DD-MM (06-05)
DDMM (0605)

26-05

OK Cancel

- 4 All dates are recalculated so target tour delivery date:

1000 Placebo Inc	12-05-16	26-05-16							
1010 Order 123	12-05-16	15 26-05-16							
1011 Task 1	12-05-16	2 17-05-16							
1012 Task 2	18-05-16	3 22-05-16							
1013 Task 3	23-05-16	4 26-05-16							

We are planning with workdays:

- 1011 (yellow) has a duration of 2 days. Next task cannot start until the following Wednesday. Monday and Tuesday are holidays.
- 1012 (green) has a duration of 3 days. Next task cannot start until the following Monday.
- 1013 (orange) ends 26-05.

Texts are added as floating text boxes. They do not adjust when you change dates. To update dates: Remove texts, set new dates, set texts again.



Select text

On sheet *Options* write your text in

optGanttLineText

Task {zId} {zOpgavenavn}

Write your text. Text in {} will be replaced with values from the project plan. Use column headings in square brackets like [columnheading] or use a named range like {zId}.

Examples:

{zId} or {[ID]}	1011
{zStart} or {[Startdato]}	23-06-2016
{zId} {zOpgavenavn}	1011 Task 2
{zOpgavenavn} (start {zStart})	Task 2 (start 23-06-2016)
{[Task]} ({[ID]})	Task 2 (1011)
{zOpgavenavn} ({zId})	Task 2 (1011)

Change text formats

All formats are copied from a textbox on sheet *Design*. Select the textbox named *gntTextMaster*. Use Excel's standard tools for change font-family, colors etc.

2.6 Columns Doc and Map

Doc and *Map* are used for special documentation-related functions.

Doc

When present, F3 creates special Word documents like delivery slip, quality related documentation etc. If you have the column, you will have specific instructions on how to use it.

Map

The columns holds links to folders or documents. You create links like this:

If cell content is ... you get this by click and F3

blank	Click: Nothing. F3: Show Windows Explorer dialog to select a folder . After OK, a link to the folder is inserted with text <i>Show</i> .
Show	Click: Folder opens in Windows Explorer. F3: Like with <i>blank</i> : You can change to another folder.
(other text without a link)	Click: Nothing. F3: Show Windows Explorer to select a document . After OK, a link to the document is inserted.



(other text *with a* Click: The document opens in the associated program.
link)

2.7 Other columns

Your actual template can have other column types: Text, text with dropdowns, numbers, formulas, date, TRUE/FALSE a.o. Most are self-explanatory, so here are some general remarks.

Text with dropdown

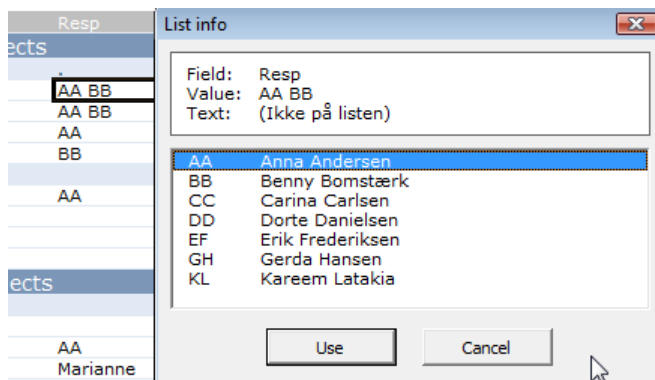
Ansvar	Forr	Pri
ABC	B2C	
OMG	B2B	
YMCA	B2C	
IOC	DIST	
KSC	GROUP	
ABC	FIBER	
ABC	B2B	

This type is used to select resources, department, business area etc. from a list.

Most often the lists are maintained on the sheet *Lists*:

Forretning	
listeForretning	
B2B	Business 2 Business
B2C	Business 2 Consumer
DIST	Distribution
GROUP	HQ
FIBER	Fiberløsninger

If you need more info about the codes on the list, you use the shortcut **F3** (or select in the menu *Project*) to show the list info:



Double click on a value to use it.



Progress 1

Column *Progress* shows how much work is done. Enter a number between 0 and 100 direct in the cell:

ID	Opgavenavn	Ansvar	Fremskridt
110	Roadshow 2010		
111	Helsingør	FDM ABC	
112	Hillerød	FDM ABC	
113	Korsør	FDM ABC	
114	Bogense	FDM ABC	40

When 100% of the work is done, the task is changes to green background.

Progress 2

As an alternative *Progress* can show Effort: Used resources compared to planned. This function is most relevant in a Production plan, but can be added to all project plans. Two additional columns are needed:

Progress	Est	Real
	240	84
	70	42
	10	5
	10	10
	10	12
	10	15

Blue color: Fewer ressources than estimated are used (Real <= Est). Red color: Too many ressources are used (Real > Est).

Colors can be configured on sheet *Design*.

Status

The column is used for quick overview over unsafe and critical tasks:

20	Roadshow 2009		
21	Helsingør	FDM ABC	
22	Hillerød	FDM ABC	
23	Korsør	FDM ABC	
24	Bogense	FDM DEF	3

Enter a number (1, 2 or 3) direct in the cell. After *Enter*, the traffic light is updated.

Baseline

	Set Baseline	
Startdate	Enddate	Baseline
17-05-16	22-06-16	20-06-16
17-05-16	08-06-16	09-06-16
18-05-16	24-05-16	17-05-16
19-05-16	19-05-16	07-06-16

When scheduling is ready, button *Set Baseline* will copy all end dates to column *Baseline*. A format is added to *Enddate* to show if a task is overdue compared to your first plan.

Tasks not completed in time is here shown with red color, but you can set your own color on sheet *Design*.



3 Views

Your project plan is a large sheet with many rows and columns - perhaps several hundred of each. When you work with parts of the Project Plan, you can focus by hiding rows and columns. A view is a subset of the project plan.

Options

Choose one of two actions when changing a view:

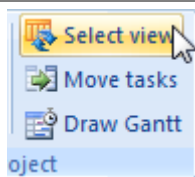
Reset=Y: If one or more rows or one or more columns are hidden, the view is reset. You must use *Select view* again to show the dialog.

Reset=N: You always get the dialog box. To reset a view you must use the button *Reset view* on the dialog.

If no rows or columns are hidden, the dialog is always opened.

3.1 Select view

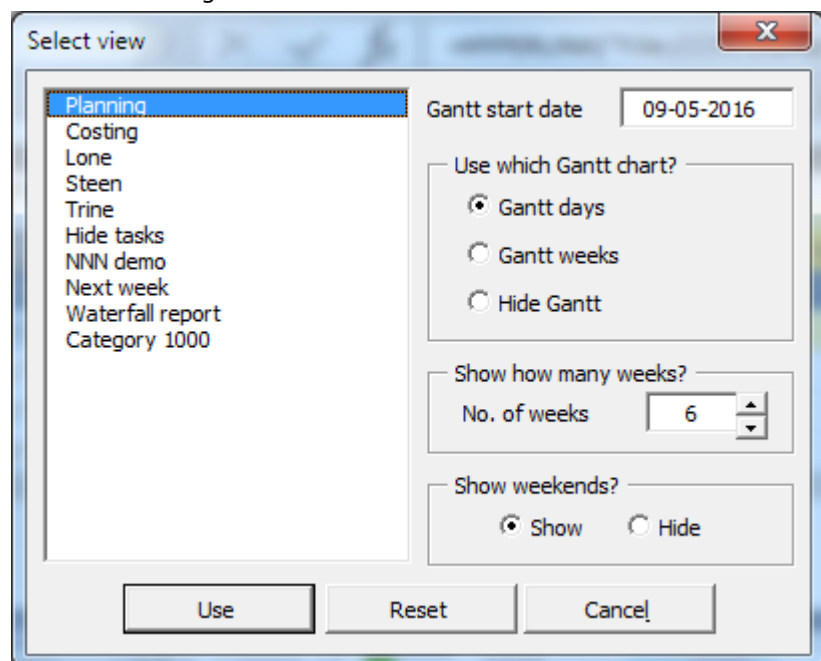
In the project template, a number of views are defined. Views can only be used on the project plan sheet.



Click button **Select view**. If no view is active, you get the dialog. If a view is active, the view is cancelled.

TIP: Use shortcut **ctrl+shift+i**.

This is the dialog:





(If option *optResetView* = N button *Reset* is hidden).

To the left is the list with available views. You can edit and create your own views. See chapter [9.4 Working with views](#)

Double click to use the view.

Gantt start date 09-05-2016

Set start date here or directly on the worksheet.

Use which Gantt chart?

☒ Gantt days
☐ Gantt weeks
☐ Hide Gantt

Show how many weeks?

No. of weeks 6

Show weekends?

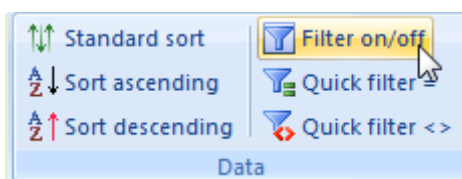
☐ Show ☒ Hide

Gantt settings are saved with the view if you click *Use*.

3.2 Filter tasks

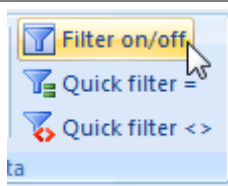
Filtering means: "Display only rows where (one-or-the-other)." E.g., you can set a filter that shows only a single sub-project or task with AA as responsible. The filter can be set manually or by using the buttons in the Ribbon.

Recommendation: Use button **Filter on/off** instead of Excels standard filter on/off.



This button can better find the range that needs to have filter buttons.

TIP: Many buttons can be used in other Excel workbooks. See section [9.6 Use the functions in your own workbooks](#).

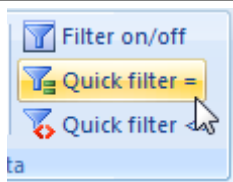


Filter on/off

Click to show or hide the AutoFilter arrows. If you selected a cell outside a legal range, you get an error message: *The active cell is not contained in a database range*. Click a cell within the range and try again.



When the filter arrows are visible, you can manually configure the filters. You can also proceed with the quick filter buttons.



Quick filter =

Use to set a filter based on an example = content in the selected cell.

TIP: If a column has a filter, the filter is removed by next click on *Quick filter =* or *Quick filter <>*.

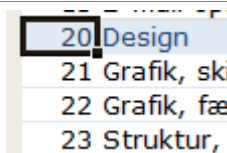
The Quick filter buttons are really useful! Their function may be different from Excel's built-in filter functions.

The functions works differently depending on what type of field you use it:

Empty cell

If the cell is empty the filter is set immediately.

Subproject



To filter a single subproject: Select ID of subproject header. Use *Quick filter=*.

Dialog opens with active interval predefined. Just click OK.

Numbers

Columns with numbers are filtered with either a single number or an interval. If a cell with the number 20 in the ID column is selected, you can choose to show all tasks with ID = 20. You can also enter a range like 20 29. This will show all tasks with ID >=20 and ID <=29.

You can fine-tune the number filter with Excel's built-in filter options.

Dropdown

If the cell content is selected from a list, the filter is set immediately.

Text

If the cell contains text, a dialog box appears. The filter finds all rows where the content of that column is the same as the filter text. When typing *ABC* as a filter text, *ABC* is found but not *AABC* or *ABCC*.

Use * and ? as wildcards. *ABC** finds *ABC*, *ABCC*, *ABCD* and *ABCDEF*. *ABC?* finds *ABCC* and *ABCD*. *ABC** finds *ABC* and *AABC*.

Common uses

- Find all tasks, where AA is project manager (= is written first). Filter: *AA**
- Find all tasks, where BB is only resource. Filter: *BB*



Date

Select one of 5 options for filtering. The dialog box appears if you select a cell with a date. Here we assume that you selected a cell in column *Start Date*:

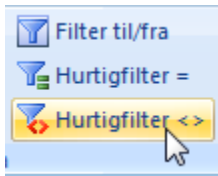
>> A single date (**24-12-2009**): Only tasks with the specified Start date are displayed.

>> An interval (**24-12-2009 12-02-2010**): Enter two dates with a space. Only tasks with a start date in the range shown.

>> An interval (**+90**): Write + / - x days to view the tasks from the selected date and x days ahead.

>> A specific month (**M11**): Write MXX to view all tasks with start date in month xx (whatever year).

>> A specific year (**Y2009**): Write Yxxxx to view all tasks with start date in a year xxxx.



Quick filter <>

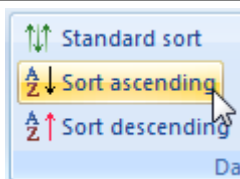
The function works as Quick Filter =, just the reverse. One use: Select an empty cell in a column. Click Quick filter <> to hide all rows with empty cells.

3.3 Sort

Recommendation: Save your project plan before you sort.

Recommendation: It is safe to sub-sort some tasks only if you use the sort function of Project Tool.

Sort the entire project:



Sorter ascending/descending

- 1) Select any cell in the column to be sorted.
- 2) Click button *Sort Ascending* or *Descending*.

TIP: Shortcuts for sorting are

- Ctrl+2: Standard sort
- Ctrl+3: Sort ascending
- Ctrl+4: Sort Descending



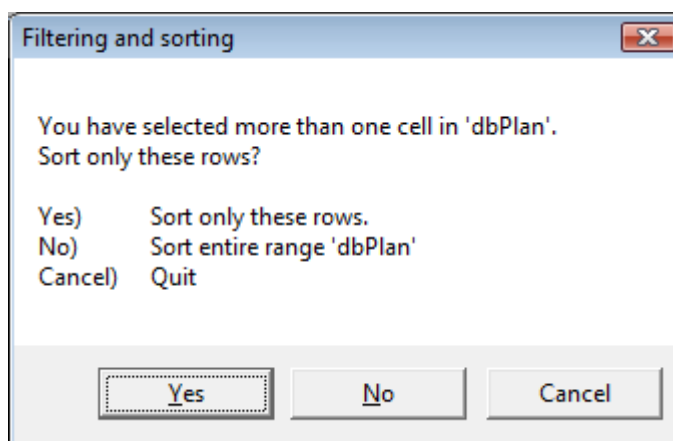
Sort a subproject

ID	Opgavenavn
10	Forberedelse
11	Aktivitet 1
12	Aktivitet 2
15	Aktivitet 3
14	Aktivitet 4
13	Aktivitet 5
16	

Before sorting the tasks, you must edit the ID to correct order. At the left 11, 12, 15, 14, 13 is the desired order.

1) Select the tasks to be sorted. Here we are sorting on ID, but the tasks 10 and 16 should not be re-sorted.

2) Click *Sort Ascending*. Since there are selected more than one cell, you get a dialog box:



Use 'Yes' to sort.

ID	Opgavenavn
10	Forberedelse
11	Aktivitet 1
12	Aktivitet 2
13	Aktivitet 5
14	Aktivitet 4
15	Aktivitet 3
16	

The tasks are now sorted in correct order.

Note: The normal Excel sort function sorts only selected cells. Here you are safe: The entire rows of the selected cells are sorted.

Standard sort

How to use:

- 1 Try to sort (asc/desc) on different columns. Now you have an unordered project.
- 2 Click *Standard Sort*. In one click, everything is back in place.



4 Reports

As standard, these reports are included:

1. **ToDo:** Show a list of tasks. Comments are included as text. Type is *Multi*, so all visible tasks are included. Existing content is deleted before update.
2. **Archive:** Like **ToDo**, except that existing content is preserved.
3. **Reports with timelines:**
 - a. **Month:** Show tasks with 24 months.
 - b. **Week:** Like **Month** but showing 53 weeks.
 - c. **Day:** Like **Month** but showing 30 workdays.
 - d. **Q:** Like **Month** but showing 20 Quarters = 5 years.
4. **OC: Order confirmation.** Merge standard text with data from single task.

In your specific solution, you can have more or fewer reports and the naming and size can be different.

4.1 Update a report

Update Single (OC)

Update

-
- 1 Select report. Select an ID: Input an Id or Select input cell and use F3 to get a list with Id and Taskname
Update with **F3** or button *Report*.
-

Update Multi (Month, Week, Day, Q)

Update

-
- 1 Sheet *ProjectPlan*: Select data for the report. Use a view or Quick Filter or filter manually.
 - 2 Select the desired report sheet. Use F3 or button *Report* to update.
-

4.2 Report settings

When you get your project template, everything is ready to use.

Sheet Options

The curious users can go to sheet *Options* and view the comments in the report section.

Report type Single: If you have it, you got further instructions to edit and use.

Report type Multi: If you have it, you got further instructions to edit and use. To create your own you need a short workshop.



5 Communicate your Project Plan

The Project Plan is used by the project manager for planning and monitoring. During a project, there are many situations where the project manager must communicate the entire plan or parts of the plan. There are several ways to do it: Print, send a pdf, send sample as Excel file, send the contents in email or send the entire plan as attachment.

No matter what, you always start by selecting a view. When you have done that, you can continue reading.

5.1 Reports

All reports are ready to print and/or send as email.

5.2 Print

Click *Preview* (or *Office menu > Print > Print Preview*). If everything is beautiful, click *Print*.

To print out both project plan and ToDo list, start by selecting two sheets: Click on the sheet *Projectplan*, ctrl + click on the sheet *ToDo*. Do a Print preview > Print. REMEMBER to cancel selection of multiple sheets! (Click on a sheet outside the selection).

5.3 Send sheet as e-mail

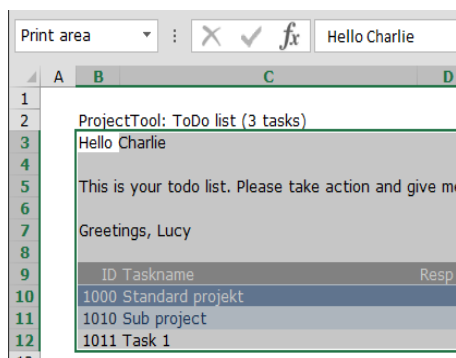
Works only with one of these e-mail clients:

- Microsoft Outlook in same version as Excel
- IBM Notes (former Lotus Notes)

You can send all sheets in all Excel files as content in e-mail. Activate the sheet and click *Create e-mail*.

An html-email is created, ready to add recipients.

Get your own sheet ready to send



All sheets can be sent as content in an email if it has a *print area*. Cell outside the print area is not included. First cell above the print area (if any) is used as subject line in the email.

In this report, the print area is selected. First line above holds the text for the subject line. Here the text is the result of a formula.



5.4 Send Email, Appointment or Task

As responsible for a task in the project plan, it is useful to create the task in Outlook together with all your other tasks – and maybe put it in your calendar. You can create a task, an appointment or an email from the tasks in the project plan.

More than one responsible: A task can have more than one responsible / resource. If initials are separated by a space, an Outlook element is created for each. If a resource is not on the contact list, the item will just be created without a recipient.

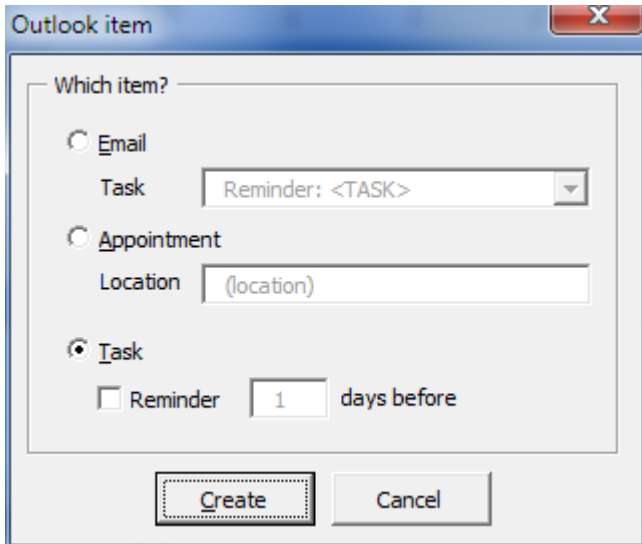
Create Outlook item

- 1 Outlook item will be created for the selected row. In our examples we use these tasks:

Project plan as of 16. september 2011					Gantt start	End	
My little project					15-09-11	01-01-99	
ID	OBS	Task	Resp	Progress	Start date	Dg	End date
54	●	A very important task	OLE	<div><div></div></div>	15-08-11	45	28-09-11
55	●	Another task	ANN	<div><div></div></div>	01-09-11	30	30-09-11


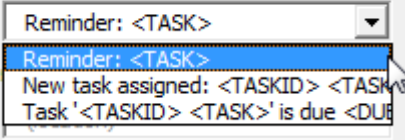
Observe that *OBS* is yellow for one task, and progress is 40% and 80%. On sheet, *Contacts* OLE and ANN are completed with initials, name and a valid email-address.

- 2 Go to the menu **Project > Outlook...**

- 3  Select one of the three elements and adjust the settings.



Create e-mail

- 1  **Email**
- Task 
- Select one of the defaults for email Subject – or write your own.

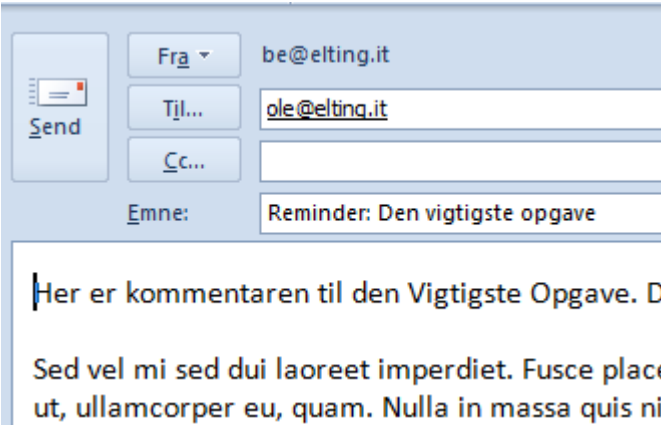
Use these variables to insert info about the active task:

<TASKID> ID

<TASK> Task name

<DUEDATE> End date




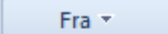
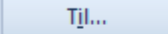
The default subjects are picked up from sheet *Lists*. You can edit the list. If the list is not available, you can create your own by name the range *listMailSubject*.

- 2 
- Your email is created with you as sender and the responsible as receiver.
- Your subject is inserted and the comment on the active task is used as content in the email. The email is *not* sent. You have

to click the *Send*-button to send it. If you do not send the email, it is saved in your Outlook Drafts folder.



Create an appointment

- 1  Appointment
Location
- 2  Invitationerne til dette møde er ikke blevet sendt.
 

Emne:
Sted:
Starttidspunkt: ☐ Hele dagen
Sluttidspunkt:

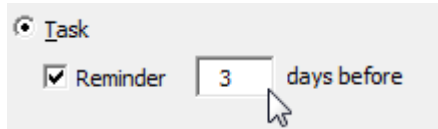
This is the comment for A very important task. The text can be very long.

The invitation is created with you as facilitator and the responsible for the task as participant. Subject, location, text in comment and date are all picked from the task in your project plan. Observe that the meeting is by default held from 9 to 10. You send the invitation manually.



Create task

1



When you create an Outlook task, you can choose to set a reminder.

2

Please observe that

- the task is assigned to a responsible. If it is your own task, you just delete the recipient. Click *Save and close* instead of *Send*.
- Subject, content, start date, end date, priority and progress (80%) is picked up from the task in your project plan. If the status is yellow or red, the priority on the Outlook task is set to High.
- The (Outlook) *Status* is different from Status in the project plan. Status in Outlook is always set to *In progress*, and Outlook *Priority* is set to normal if project plan status is green.

3

The responsible can see the reminder, which is set to 3 days before due date.



5.5 Create ToDo/Task (IBM Notes)

Contact me for further instructions.

5.6 Take a picture of your plan

Example: In your PowerPoint presentation, you would like to show the project plan with Gantt chart. The easy way: Select a view and take a picture. Go to PowerPoint and paste the picture with ctrl+v. It is easy, quick and lightweight.

-
- 1 IF a range of cells are selected: Your picture shows the selection.
IF a single cell on the project plan is selected: Your picture shows the entire project plan.
 - 2 Go to menu Project > *Take picture*.
-

Paste the picture everywhere with ctrl+v. If a view is active: Note that the filter arrows are not in the picture.

5.7 Export sheet

Any sheet can be exported with *Project > Export sheet*. This is what happens:

1. A new destination sheet is inserted.
2. All visible content and formats from your source sheet is inserted as values.
3. The sheets is exported to a new workbook. All names and external references are deleted. No hidden properties are left.
4. Optional: The sheets is saved as *saveFileName* in *saveFolderName*.

The exported sheet is complete safe to send. No formulas, no hidden cells, no hidden properties.

Options

On sheet *Options* you can set a name and folder for the file to export.

optExportFile	export.xlsx
optExportFolder	c:\temp\

If filename or folder name is empty, you are prompted for a name.

5.8 Send project plan

Send as PDF

Select one or more sheets. Select *Office Button > Save As > PDF or XPS*. You have now created a PDF file with continuous page numbering.



6 Consolidated project plan

Data from several project plans can be consolidated in a common project plan. Example:

In Placebo Inc. each department A, B and C maintains project plans A, B and C. Each week the company's master project plan is updated and used in a planning meeting.

The update is performed in two steps: 1) Each project manager exports report data to a common report folder. 2) The Project Report imports the data.

6.1 Settings

Report

The report and report data are saved in a shared report folder. In this example, it is F:\Report. After the folder is created, open the report (xlEasy_ProjectReport.xlsb) and fill *xmlOpenPath* with folder path on sheet *Options*:

XML export options	
Element	Content
xmlHeader	<?xml version="1.0" encoding="utf-8"?><r
xmlTxt1	<![CDATA[
xmlTxt2]]>
xmlRow	item
xmlEnd	</report>
xmlSavePath	
xmlOpenPath	F:\Report
xmlReportName	

Project plan

When data are exported from a project plan, they are saved in a *folder* with a *file name*. The folder must be the same as above (F:\Report). File names must be unique for each project plan. In this example, we use *A-data.xml*, *B-data.xml* and *C-data.xml*.

Department A's project plan is configured like this:

XML export options	
Element	Content
xmlHeader	<?xml version="1.0" encoding="utf-8"?><r
xmlTxt1	<![CDATA[
xmlTxt2]]>
xmlRow	item
xmlEnd	</report>
xmlSavePath	F:\Report\
xmlOpenPath	
xmlReportName	A-data.xml

Repeat for project plan C and B.

Consolidation

In this example each project manager opens the project plan, adjust the view and clicks button *Export data*. Only visible cells are exported.



Folder F:\Report now contains 3 xml-files (*A-data.xml*, *B-data.xml* and *C-data.xml*).

Open the report file and click *Update report*. All xml-files in the folder is now imported.

The report is like any other project plan so you can use views, create ToDo lists etc.

OBS: All data in the report file can be edited including the Gantt chart etc.
Remember that all changes are lost after next update. Only changes in the individual project plans are preserved.

7 Production plan

Your Production Plan is ready to use. Everything in the Production Plan is like the Project Plan. Some extra features are self-explanatory or documented in the plan.

8 Workplan

The Workplan (*Arbejdsplan*) is only distributed in Danish.

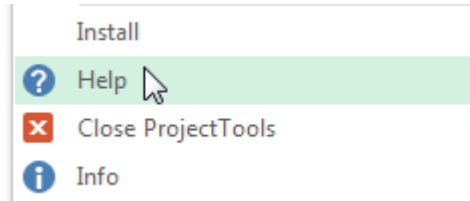


9 Technical info

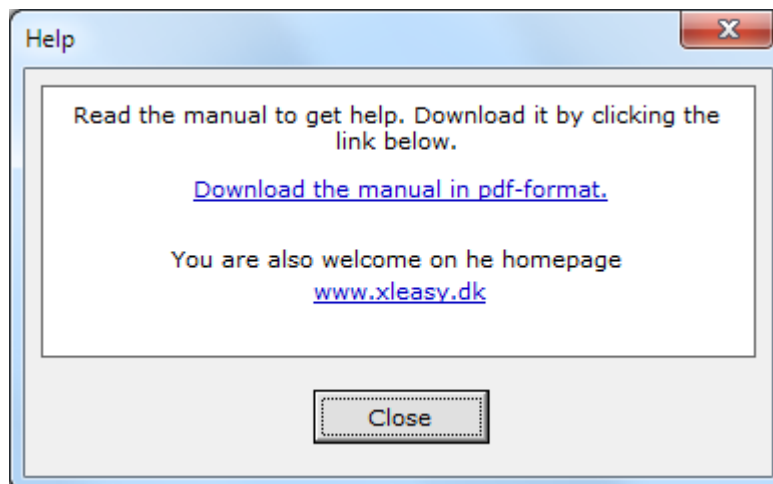
9.1 Help

All help info is found in this manual. It is distributed in pdf-format with bookmarks, so it is easy to navigate on screen. You can of course print to read in bed.

If you need a new copy, you can download a new. Go to menu *Project > Help*.



In the dialog, you find a link to this manual.



9.2 Security settings

With standard security settings in Excel 2007/2010/2013/2016, you have to accept macros each time you open *ProjectTools* or your project plan. You can change the settings to always accept these files.

"Trusted locations"

As part of the security in Microsoft Office, folders can be promoted to be a safe launch pad for your files. Read more about [Office 2007](#) or [Office 2010/2013](#).

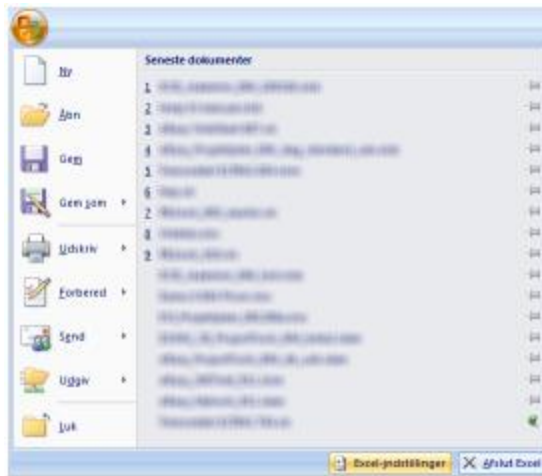
A *Trusted location* is added in the security center. In this example, the project plan is located on a network drive and *ProjectTools* is located on the local drive.

Network drives

If your project plan is saved in folder H:\department\projects\ you need to add the folder to your collection of *Trusted locations*.



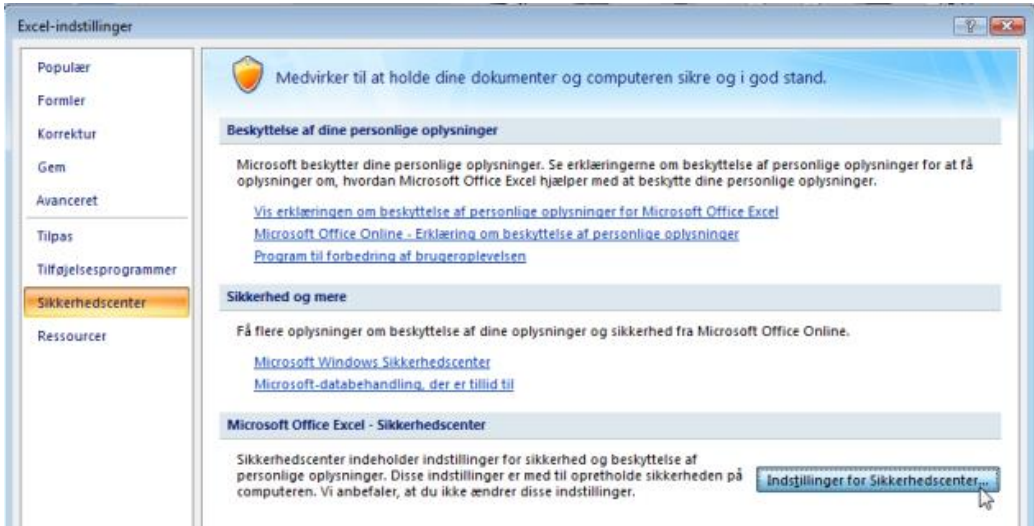
1



Go to *Office* button > *Excel options*.

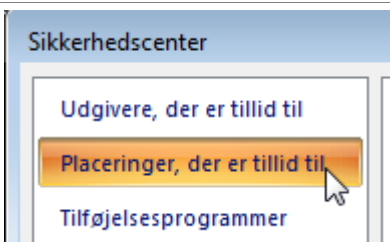
(The screen dumps here are from a Danish Office install but the buttons are in the same position in other languages ☺)

2



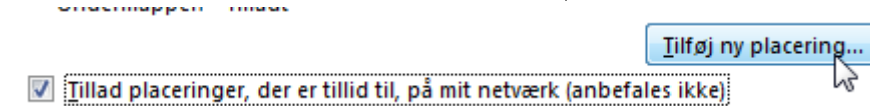
Click *Trust Center* > *Trust Center Settings*.

3



Go to *Trusted locations*.

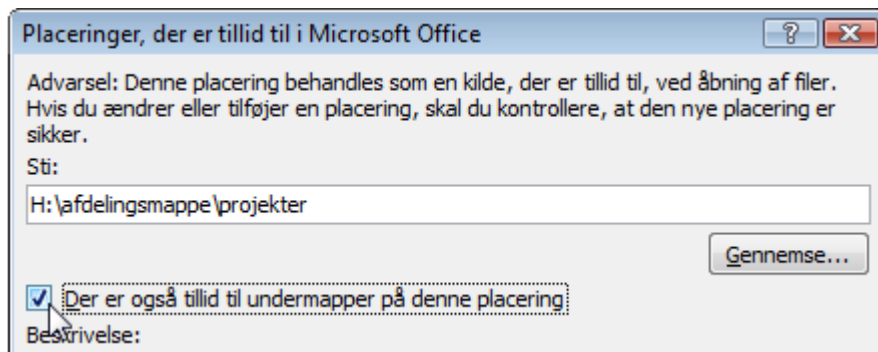
4



Select *Allow trusted locations on my network (not recommended)*. Click *Add new location*.



5



Click Browse... to find your folder. Select *Subfolders of this location are also trusted* check box.

6 Click OK and OK close security center.

This has to be done only once – but for each user.

9.3 Installation

You need a project template and your ProjectTools to manage your project. The project template is a normal Excel workbook so you can save it anywhere.

ProjectTools is an Excel macro enabled addin (*.xlam). There are two ways to 'install' the addin. Choose between manual start and automatic start.

Auto-installation

First time you open the addin the auto-"installer" runs. Restart Excel to check the addin is loaded.

Manual start

If you only use ProjectTools a few times a month you might prefer to open ProjectTools only when you are working with the project template. Then you just save the *.xlam file in a folder of your choice. To open the addin: Find it and double click.

Automatic start

If you use ProjectTools often or if you like to use the general functions in other workbooks, you should register the addin.

```
Technical info about auto-install:  
1. If folder (documents)/xlEasy does not exist it is created.  
2. File NNN_ProjectTools_YMM-en.xlam is copied to  
   xlEasy/NNNProjectTools.xlam  
3. NNNProjectTools.xlam opens and is registered as addin.
```

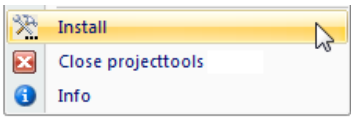
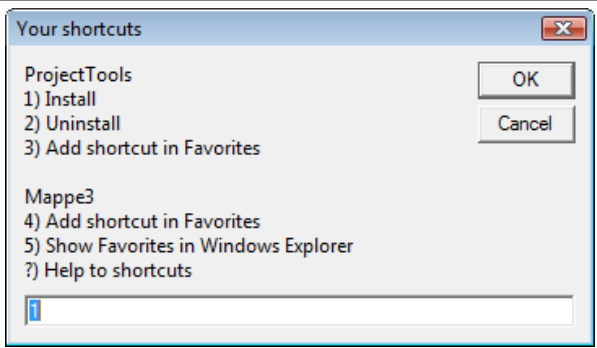
If you later need to "un"-install do one of the following:

1. Go to Project > Install, select 2 Uninstall. When Excel restarts, it does not load the addin.
2. Delete the file.



Auto-install does not run if the file opens from a path with *xlEasy* in it. If saved in `projectdocuments\xlEasy-files\projects` auto-install is bypassed.

Add a shortcut to Excel's start-up folder

- 1  Go to group *Project* > menu *Project* > *Install...*
- 2  Input 1 and click OK.
ProjectTools now always starts with Excel.
- 3 To disable auto start: Go to same menu and select 2.

Option 3: Add a shortcut to Windows Favorites. Now it is easy to start *ProjectTools* manually.

Option 4: Add a shortcut to the active Excel file. Use it if your project plan lives in a remote network drive. Now you just have to find your project plan in your favorites in the Windows start menu.

Option 5: Windows Explorer starts in your Favorites folder for cleanup and rearranging.

9.4 Working with views

You can add, edit and delete views. Views are hidden in the system range above the project plan.

Edit a view

- 1 To unhide system area click a cell in first visible row on sheet. Using F3 will unhide.

2		Gantt	Weekend						
	Planning	1-06	1					x	x
	Costing	1-06						x	x
	Lone	1-06		.=1 vbaInit=LLA				x	x
	Steen	1-22	1	.=1 vbaInit=SMU*				x	x
	Trine	1-22	1	.=1 vbaInit=*TMS*				x	x
	Hide tasks	1-08				.<3		x	x
	NNN demo	1-08		.=1 vbaProj2=*NNN*				x	x
	Next week	1-06			.=1 vbaU1			x	x<>
	Waterfall report	1-06		. vbaSort				x	x
	Category 1000	1-06						x>=1 x	



Views are named Planning, Next week etc. You can use them as they are or you can rename, edit and delete the views. You need to have at least 2 views.

The first 3 columns are special:

- Edit the **name**: Just write another name in the cell.
- **Gantt**: Here you save settings for the Gantt charts. **2-08** means: Use **Gantt chart 2** (weeks). Show **8 weeks**. You can edit the cells directly. Your content is overwritten if you click *Use* in the dialog.
- **Weekend**: 1 = Show weekends. 2 = Hide weekends. Only relevant for Gantt chart with days.

All other columns are working like this:

- **Select columns**. To display a column in a view: Mark the column with **x** (lowercase letter x). To hide a column in the view: Blank or any other character but x.
- **Filter**. After the first character, you type a filter condition to be applied to rows in that column. Below are a many interesting examples.
- **Macro based filter**: **=1|vbaU2** runs macro **vbaU2** before filter is set with **=1**). See examples below.

Filter examples

You can use filters with one or two conditions. Set filter manual, by formula or by macro. In the examples first character is either **x** (column is visible in the view) or something else (**.** i.e. a dot = hide column in view). Filters can be active on hidden columns.

Filters with 1 condition:

- **x>=100** (in ID) means: Show all rows with ID greater or equal 100.
- **x<>** (in Task name): Display the column in this view (the 'x'). Use filter (<>) not equal (nothing), that is: Hide row if cell is empty. Use as standard in column task name.
- **=NNN**: Use this filter in column *Responsible* to get a list where *NNN* is responsible *and* the only resource.
- **=NN***: Use filter to get a list where *NN* is responsible w/wo other resources.
- **=*NN**: Use filter to a list where *NNN* is a resource (but not responsible).
- **=*NN***: Use filter to get a list of task where *NNN* is involved, no matter if it is as only resource, participating resource and responsible.
- **<>*NN***: Use filter to get a list of tasks where *NNN* is not involved in any way.
- **.=1**: Hide this column (first character is not x), but apply filter *equal to 1*. Use in columns with priorities, phases, departments etc.
- **x=100** in column *Progress*: Show only completed tasks, i.e. equal 100%



-
- **x>1** in column *Status*: Show only tasks with status greater than 1, i.e. tasks flagged as yellow or red.
 - **x>31-01-2016** in column *Start date*: Show only tasks starting after January 2016.
-

Filters with two conditions:

Do as with one condition. To add a second condition use operators **&** (= AND) or **/** (= OR). A space is need on both sides of the operator.

- **x>=100 & <1000** in column *ID*: Show rows with ID between 100 and 999.
 - **x=AA / =BB** in column *Responsible*: Show rows where AA OR BB are (single) responsible.
 - **x=AA / =AA***: Show rows where AA is either resource or responsible.
 - **x>10 & <50** in a column with numbers: Show rows with value between 10 and 50.
 - **x>1 & <100** in column *Progress*: Show active tasks, i.e. not 0 (not started) or 100 (completed).
-

Filters with formulas:

You can create formulas to get dynamics filters. Example: Show all tasks where start date is later than today.¹

- **= "x">"&TODAY()** in column *Start date*: Formula is shown as **x>40277**, (date value April 9th 2010). It says: Show only rows with start date later than April 9th 2010.

Here is a last dynamic filter:

"x">"&INT(AVERAGE(INDIRECT(K9))) i a column with numeric values. Formula is shown as **x>11** – which is easy to understand. **11** is the interesting part: It's the average of all tasks. The filter shows at all time tasks above average.²

Filters with macros:

Why?

In your view you need to show 1) tasks where something is happening within next two weeks and 2) the projects they belong to 3) except when TYPE = EXT and 4) ...

¹ In some templates the filter range is formatted as text. If you need to use a formula, you must change the format to *Standard*.

² INDIRECT(K9): In cell K9 is a formula with the address of the range to be calculated. It says something like K13:K54 which is a range of all data cells in the project plan in column K. The formula in cell K9 is like this: =ADDRESS(ROW(dbPlan)+1;COLUMN(K9);4)&" "&ADDRESS(ROW(dbPlan)+ROWS(dbPlan)-1;COLUMN(K9);4)



When filtering gets complicated, we use a macro to set a value (normally 1) for all rows to include in the view.

How?

Two hidden columns are included for filtering. You can add more if needed.

Example: `.=1|vbaU2` runs macro `vbaU2` before filter is set to `(=1)`. The pipe character (|) separate the filter from the macro name.

Use your own macro name. The macro must be saved in the active workbook. Write as many you need – or call the author for help.

If `.=1|vbaXYZ` refers to a macro (vbaXYZ) that does not exist, no filter values are set but the filter `(=1)` is set anyway. All rows are hidden.

Available advanced filters

The filters are included:

- vbaInit (use like : `.=1|vbaInit=*BE*`). Show all tasks where BE is responsible and their parents (project + subprojects).
- vbaU0 (use : `.=1|vbaU0`). Show all tasks with action **this week**.
- vbaU1 (use : `.=1|vbaU1`). Show all tasks with action **next week**.
- vbaU2 (use : `.=1|vbaU2`). Show all tasks with action **the next two weeks**.
- vbaU4 (use : `.=1|vbaU4`). Show all tasks with action **the next four weeks**.
- vbaProj1 (use : `.=1|vbaProj1=*text*`). Show all Projects with text in the name. Subprojects and task are included.
- vbaProj2 (use : `.=1|vbaProj2=*text*`). Show all Subprojects with text in the name. Tasks and parent (project) are included.

Advanced sorting

- vbaSort: Creates a sorting index in column [Filter]. It is used with a report like *Day*. On the report is set a standard sorting. When report is updated, all tasks are sorted end date ascending: You have a waterfall report.

Add a view

Add a view by copying and editing an existing view:

- 1 Unhide the system range.
- 2 Insert an empty row:



	A	B	C	D	E
5			Gantt	Weekend	
6		Planning	1-06	1	
7		Costing	1-06		
8		Lone	1-06		.=1 vbaInit=LLA
9		Steen	1-22	1	.=1 vbaInit=SML
10		Trine	1-22	1	.=1 vbaInit=*TM

Select a row. Insert an empty row with **ctrl + plus**.

Copy from above with **ctrl + d**.

NOTE: You can insert a new row between any of the existing rows – but you cannot insert a new row before the first row.

3

	A	B	C	D	E
5			Gantt	Weekend	
6		Planning	1-06	1	
7		Costing	1-06		
8		Costing	1-06		
9		Lone	1-06		.=1 vbaInit=LLA
10		Steen	1-22	1	.=1 vbaInit=SML

You now have two identical views. Edit one as described earlier.

Delete a view

Delete a view by deleting the entire row:

- 1 Unhide system ranges (F3 in first visible row).
- 2 Select the entire row by right clicking on the row number:

	A	B	C	D	E
5			Gantt	Weekend	
6		Planning	1-06	1	
7		Costing	1-06		
8		To be deleted	1-06		
9		Lone	1-06		.=1 vbaInit=LLA
10		Steen	1-22	1	.=1 vbaInit=SML

Delete with **ctrl + minus**.

See a list of nice shortcuts in section **9.7 Shortcuts**.

9.5 Customize design

The visual elements are controlled by two Excel-concepts: Styles and conditional formatting.

Styles

Each column in the project plan uses 3 sets of styles for projects, subprojects and tasks. On the Home tab in the ribbon, all styles are available. It could look like this:



head	headC	headCat	headHrs	headR	headRCost
Komma	Mail	projDate		projG2	projId
projNum	projNumC	projText	subCat	subCost	subCost%
subDate				subHrs	subId
subNum	subNumC	subProg	subText	taskCostF	taskCostF%
taskDate	taskDateF	taskDateF-...	taskDate-rep		
	taskId	taskId-rep	taskNum	taskNum0	taskNum0-rep
taskNumC	taskNumF	taskNumF0	taskProg	taskSys	taskSysH
taskSy...	taskText	taskText-rep			

ProjectTool										Gantt start
										09-05-16
ID	Taskname	Resp	Sta	Progress	Map	Bud	Real	Rest	Prog	StartDate
1010	Order 1		●	<div></div>		3	3	3	6	12-05-16
1011	Task 1	XL	●	<div></div>	Show	1	1	1	2	12-05-16
1012	Task 2	BE	●	<div></div>		1	1	1	2	18-05-16
1013	Task 3	NN	●	<div></div>		1	1	1	2	23-05-16

The style for the selected cell is *subtext*. If you would like to change the background color of subprojects, you need to change background color in all sub* styles.

Conditional formats

The Gantt chart and some of the other columns uses conditional formatting. The colors and formats are customized on sheet *Design*. Read the comments on the sheet to get more info. Look for the question marks:

	color15	color16	color17	
	14	15	16	
RGB	244 151 165	RGB 245 080 105	RGB 202 000 031	RGB 0
H240	234 194 186	H240 234 214 153	H240 234 240 095	H256 1

? colorToday
=W\$21=IDAG()

+ Set formats for

- * task (colorTask): Used when progress = 100
- * progress bar (colorProgress). Background is set in the used style.
- * holidays (colorHoliday)

? Y FALSK 06-05-16



After editing, the formats are activated with F3: All conditional formats are deleted and new are created.

So: Do not bother to create your own conditional formats – they will soon be deleted.

9.6 Use the functions in your own workbooks

All Data functions and some Project functions can be used in other workbooks.

Data functions

The Data functions need special naming of the ranges you work with. They work well when used on ranges with these names:

- *Database* is a well-known Excel name. Excel recognizes it and uses it in pivot tables, advanced filtering etc.
- Name begins with *db* (short for *database* like *dbPlan*, *dbReport*, *dbBudget*, *dbContacts* etc.). These names should only be used for standard data ranges.
- Name begins with *tb* (short for *table* like *tbPlan*, *tbReport*, *tbBudget*, *tbContacts* etc.). These names should only be used for Excel *Tables* (former knows as *Lists*).

When using these names the range must have this structure: First row is used for field names (headers, labels). All the other rows are data rows.

Project functions

These project functions can be used in all sheets:

- Comment
- Copy as text
- Copy sheet (only visible cells)
- Move selected sheet to new file

Copy as text

Select a range. *Copy as text* puts an unformatted copy in the clipboard. The text can now be inserted in other programs (Outlook, Word etc.) with *Ctrl+v*.

Copy sheet

This function creates a copy of the active sheet, but in the copy, you only have visible cells. All hidden rows and columns are left behind. All formulas are converted to values. Objects (shapes, charts etc.) in the sheet are also copied.

Move selected sheets to new file

Select one or more sheets and use *Move....* The sheets are moved.

NOTE: As a safeguard against mistakes sheet name must begin with *Exp* (for Export), for example *ExpProjectplan*. When using the copy function sheets are automatically named this way.



9.7 Shortcuts

Multi shortcut key F3

Use **F3** in your project plan. Its function depends on the column:

Column	Function
ID	Renumber
ID heading	Renumber entire ProjectPlan
Taskname	Comment (alternative to ctrl+shift+k)
Resp	Show list info
Other columns with a list	Show list info
Doc	Create document with info from task/project
Map	Insert link to folder or document
Startdate	Link task with task above
Enddate (task)	Enddate dialog
Enddate (subproject)	Schedule (Late Start) the subproject
Gantt chart	Draw Gantt line (alternative to ctrl+shift+g)
Gantt chart (heading)	Add or remove text to Gantt bars

Multi shortcut F3 on other sheets

Column	Function
Reports	Update report
Design	All formats are updated
Comments	If active cell is id-selector: Show list with tasks. Else: Create a comment from selections.

Data functions

Ctrl+2	Standard sort
Ctrl+3	Sort ascending
Ctrl+4	Sort descending
Ctrl+arrowup/down	Move a task in the project structure.

Project functions

Ctrl + arrow right/left	Scroll the Gantt chart a week forward or backwards.
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Ctrl+skift+k	Comment (K ommentar): Add/edit comment. Use multikey F3 in column Taskname.
Ctrl+ Shift +L	Fi L ter on/off (we just use the standard Excel shortcut to our own purposes)
Ctrl+ Shift +I	Select v i ew / cancel view
Ctrl+ Shift +F	Move (F lyt) dates.
Ctrl+Shift+D	Renumber: Fill cells D own width series, starting from the number in first cell. Use F3 in column Id.
Ctrl+Plus	Add a new task. Select multiple rows to insert multiple tasks.
Ctrl+Plus in ID	Show the dialogue <i>Add...</i> to add projects, subprojects and tasks.
Ctrl+Minus	Delete one or more rows.

Standard Excel shortcuts

F2	Edit cell. Navigate with <i>Home, End, arrow-keys, Ctrl+Home/End</i> etc. Finish editing with <i>Enter, TAB, arrow-key</i> etc.
Shift+F2	Insert/edit comment. <i>ESC</i> moves selection from text to border. Here the comment can be deleted with <i>Delete</i> . One more <i>ESC</i> hides the comment.

Rows

Shift+space	Select entire (table-)row. If selection is in a table only table row is selected.
Ctrl+Plus	Insert cells. When entire (table-)row is selected: Insert entire (table-)row.
Ctrl+Minus	Delete cells. When entire (table-)row is selected: Delete entire (table-)row.

Columns

Ctrl+space	Select entire column.
Ctrl+Plus	Insert cells. When entire column is selected: Insert entire column.
Ctrl+Minus	Delete cells. When entire column is selected: Delete entire column.

9.8 History

News in version 606

- **New:** Insert/Delete tasks, subproject and projects with shortcuts Ctrl+Plus and Ctrl+Minus.



- **New:** Advanced filtering in Views. Select projects/subprojects based on name pattern: Select all subprojects named "*development*".
- **New:** Automatic installation/upgrade when a new ProjectTools is opened.
- **UPD:** Timeline color dependent on responsible is now standard.

News in version 510

- **New:** Schedule a sub project from delivery date (ALAP = As Late As Possible or Late Start). Input just end date and have all tasks scheduled from that.
- **New:** New advanced features when filtering views. Fast, lightweight and code-based.
- **New:** e-conomic integration is re-written to overcome limitations in datasets. Tested with 25.000+ records.
- **New:** In Consolidation an extra header can be inserted before each subset, making is easier to navigate in large consolidated plans.
- **Fixed:** Input end date and keep duration. Text on Gantt lines.

Earlier versions

Earlier versions are 505, 410, 406, 403, 402, 401, 312, 302, 210, 207, 112, 109, 107, 102, 012, 006, 004, 002, 001 and 912.