

Getting familiar with Microsoft Project's interface

The image shows the Microsoft Project Professional interface with several key components highlighted and labeled:

- Timeline:** The top section for adding tasks with dates, showing a start date of Mon 23/01/17 and a finish date of Mon 23/01/17.
- Timeline:** A large blue box encompassesing the timeline and the table area.
- Table area (activity list):** The left side of the main workspace, containing a table with columns for Task, Duration, Start, Finish, and Predecessors.
- Gantt chart area:** The right side of the main workspace, displaying a Gantt chart view of the project tasks.
- Active view label:** A blue box labeled "Gantt Chart view" is positioned over the Gantt chart area.
- Quick access toolbar:** Located at the top left, below the ribbon, containing icons for Save, Undo, and Redo.
- Tabs:** The ribbon tabs (File, Task, Resource, Report, Project, View, Format) are highlighted with an orange box.
- Status bar:** The bottom left corner shows the status "Ready" and "New Tasks : Manually Scheduled".
- View shortcuts:** A set of icons at the bottom right for switching between views (Gantt Chart, Task Sheet, Resource Sheet, etc.).
- Zoom slider:** A slider control at the bottom right for adjusting the zoom level of the Gantt chart.