

This Month's Microsoft Project Time Saving Tip! - Viewing Critical Path Tasks

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In project management, not all tasks are created equal. As a project manager, there are some tasks that require more of your time and attention than others. If an on-time delivery of your project is important, you'll need to understand the **critical path tasks** in your project plan. Critical path tasks are defined as those tasks which if they slip by even one day, will push out the completion date of your project.

Thankfully Microsoft Project automatically identifies the Critical Path Tasks in your project plan and provides no less than four easy ways to view them. See below:

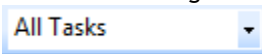
Insert the Critical Tasks Column:

1. In the table section of the Gantt Chart view, right-click on any column header and choose "Insert Column".
2. In the "Field name:" drop-down box select "Critical" and then click "OK".

Use the Gantt Chart Wizard:

1. On the Formatting toolbar, click the  button to start the Gantt Chart Wizard.
2. Click the "Next" button.
3. Select the "Critical path" option and then click "Finish".
4. Click the "Format It" button and then "Exit Wizard".

Filter for the Critical Tasks:

1. On the Formatting toolbar, click the  filter drop-down and select "Critical".

Format Critical Path Tasks Using Text Styles:

1. Click the "Format" menu and select "Text Styles...".
2. In the "Item to change:" drop-down box select "Critical Tasks".
3. Here you can modify the Font, Font Style, Size, Color and/or Background Color of your Critical Path Tasks.
4. Click OK.

Now you can quickly and easily see the critical path tasks in your project and focus the right level of attention to manage their on-time completion! Click [HERE](#) if you'd like to learn more about the Critical Path Method. Try this tip today and let us know what you think!

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