

User Guide

MS Project – Customise Task Bar

You can customize task bars so that they have different colours for special purposes (e.g. to distinguish between different resources, departments, contracts, etc.).

	Task Name	Duration	Predecessors	Resource Names	Apr '08	28 Apr '08
					T W T F S	S M T W T F S
1	dig hole	1 day?		Tom		█ Tom
2	elect shuttering	1 day?		Dick		█ Dick
3	pour concrete	1 day?		Harry		█ Harry

From the Gantt view, assuming a resource called Harry, right click the **Resource Names** heading to highlight it, select **Insert Column...** from the context menu.

For the **Field name:** select **Flag1** and in the **Title:** field type **Harry** and pick **OK**.

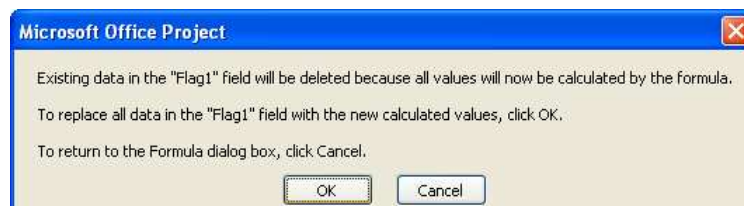


Right click the new Harry column heading, select **Customize Fields...**, pick the **Formula...** button. Enter the following formula:

```
IIf ([Resource Names]="Harry",Yes,No)
```



Pick **OK**



Pick **OK**

Then **OK** the Customise Fields dialog box.

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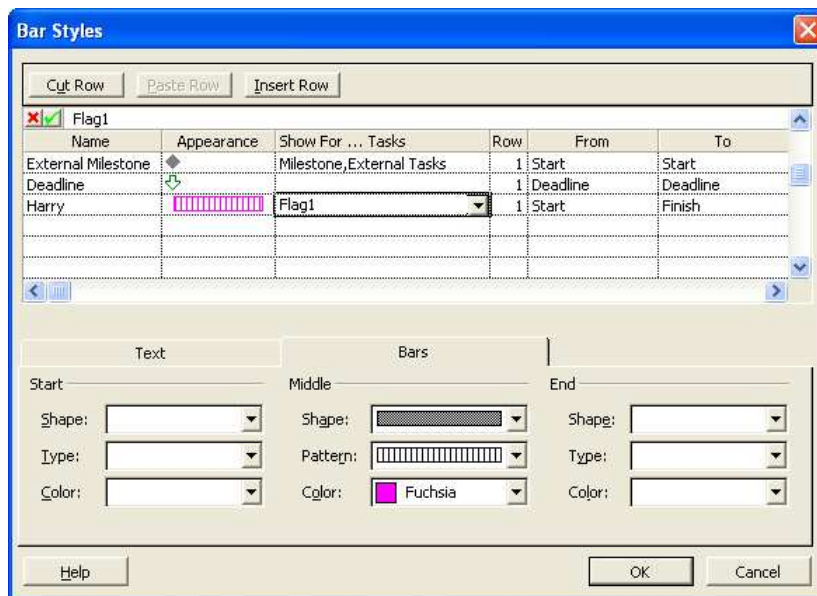
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You should now see a Yes for all tasks assigned to Harry.

rs	Harry	Resource Names	Apr '08					28 Apr '08							
			T	W	T	F	S	S	M	T	W	T	F	S	S
	No	Tom													
	No	Dick													
	Yes	Harry													

From the Gantt view select **Bar Styles...** from the **Format** menu.

Copy of the Task bar as follows; Highlight the Task row, select **Cut Row** then **Paste Row** (to put it back again) scroll to the bottom and in the next blank space **Paste Row** again. Change the task name to Harry, then change its colour / pattern / end shapes as required. Click in the **Show For...Tasks** cell, pick the drop-down arrow and select **Flag1**.



Pick OK then OK. All bars for Harry will now show the selected appearance.

Harry	Resource Names	Apr '08					28 Apr '08							
		T	W	T	F	S	S	M	T	W	T	F	S	S
No	Tom													
No	Dick													
Yes	Harry													

To hide the Harry column in the Gantt view, just right click the header and select **Hide Column**.

As there are 20 Flag fields, this procedure can be repeated for up to 20 different selections.

If you have multiple resources for a given task you will need to use VBA!