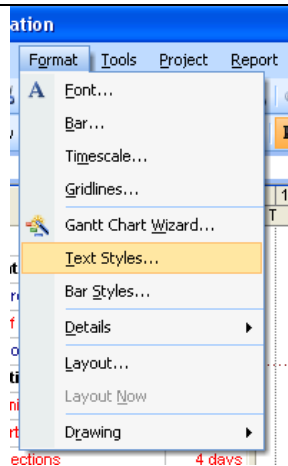# Displaying the Critical Tasks in your Schedule using Text Styles:
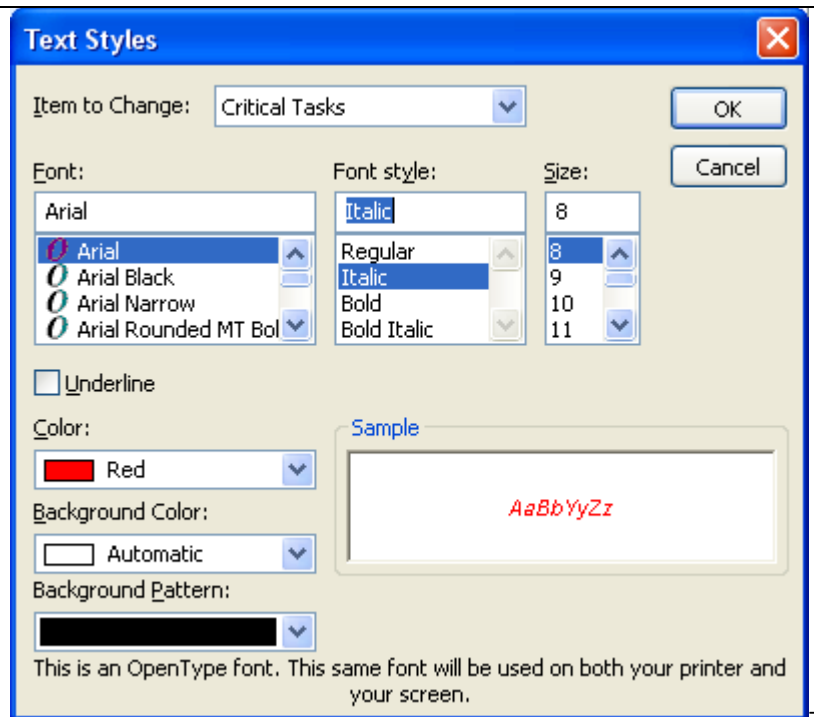
As a regular user of Microsoft Project you may probably have used the Gantt Chart Wizard to display the critical path in your schedule, you may also have filtered your schedule for Critical Tasks and even run the Critical Tasks report.

The Gant Chart Wizard is useful for displaying the Baseline in order to show graphically the impact of slippage, running the Wizard the option to display Critical tasks in the baseline is not available, You can however display the critical tasks in your schedule using the Text Styles command.

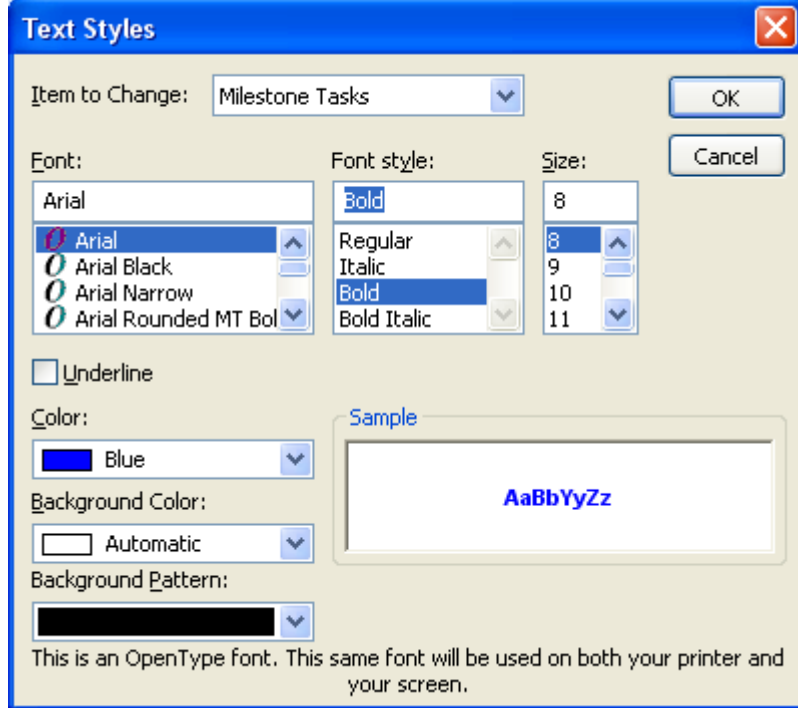|	
From the Format Menu select the Text Styles command.	
In the Text Styles dialogue box select "Critical Tasks" from the Item to change drop down list and change the font to suit your requirements – I tend to favour displaying Critical Tasks using Red Italic Font – I don't tend to change the cell background colour.	

PROJECTABILITY

Repeat the actions for "Milestone Tasks" again I tend to favour displaying Milestones with Blue Bold Font.

You can make several "edits" at the same time in the Text Styles dialogue box.

Once you have made your selections simply click the OK button in the top right hand corner to apply your choices to the Gantt chart.

Text Styles

Item to Change: Milestone Tasks

Font: Arial

Font style: Bold

Size: 8

Arial
Arial Black
Arial Narrow
Arial Rounded MT Bol

Regular
Italic
Bold
Bold Italic

8
9
10
11

☐ Underline

Color: Blue

Background Color: Automatic

Background Pattern:

Sample

AaBbYyZz

This is an OpenType font. This same font will be used on both your printer and your screen.

OK   Cancel

Hey Presto!!