

# Lehnert Computer Services

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Ask the Teacher:

By Ellen Lehnert, PMP

**Question:** I like showing the date on milestones on the Gantt chart but I don't like the format of the date. How can I change the date format for milestones?

**Answer:** You have control over several formatting options concerning the Gantt chart. When the Gantt chart view is shown, right click on the right side of the view. There will be an option for "Layout". In this option box, you will have the ability to change the date format of milestones, change the way the relationship lines appear, control the width of the Gantt bars, control if Gantt bars round up to a full day and even control whether task splits are to be shown in the Gantt view or not. These options when set are unique to a particular view. (NOTE: Layout may also be found on the Format menu)