

# Lehnert Computer Services

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Ask the Teacher

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**Question:** I like to sort my tasks by start date but the summary tasks seem to be a problem. Is there something I can do?

**Answer:** Before you sort the tasks by start date simply turn off the summary tasks. Go to Tools → Options → View. At the bottom of the pop up window is an option to “show summary tasks”. Just remove the check mark. When you sort your tasks, you will see just the detail tasks with out the summary tasks to muddle up the screen. When you are done, sort the tasks back by ID and turn the summary tasks back on.

This would also be an easy macro to make.

1. Right click on any toolbar to get the toolbar selection menu. Turn on the Visual Basic toolbar. Or View → Toolbars → Visual Basic.
2. When recreating a macro, your keystrokes are copied, do not do any extra clicks.
3. Click on the second button “Record Macro” on the Visual Basic toolbar.
4. Macro names have no spaces and no special characters. Name the macro “Sort\_by\_Start\_Date”. If you put it into a toolbar button later, this name will become the tool tip. Click OK.
5. Tools → Options → View. At the bottom of the pop up window is an option to “Show Summary Tasks”. Just remove the check mark.
6. Project → Sort → By start date
7. Click the second button on the Visual Basic toolbar to stop recording.

Creating another macro to put the summary tasks back and resort by ID could be created by:

1. Click on the second button “Record Macro”.
2. Name this macro “Restore\_summary\_and\_tasks”. Click OK.
3. Tools → Options → View. At the bottom of the pop up window is an option to “Show Summary Tasks”. Just replace the check mark.
4. Project → Sort → by ID.
5. Click the second button on the Visual Basic toolbar to stop recording.

To test the Macros, the first button on the Visual Basic tool bar will show you the list of macros. Click “Sort\_by\_Start\_Date” and “Run” to test the macro. Then test the reset macro.

These macros were automatically put into your globals and they will be available for use in all your projects. However, they are named Module1 and Module2 respectively. The

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names may be changed by going into the globals Tools → Organizer → Modules and selecting the macro and then selecting the rename button in the center of the screen.

NOTE: this is the only place you can delete a macro. If your macro did not work, delete it, and try it again.

You may also place these macros on a toolbar for easy usage:

1. View → Toolbars → Customize
2. Click on the Command tab
3. Scroll down on the left side until you see the grouping “All Macros”
4. Scroll on the right side until you find the “Sort\_by\_Start\_Date” macro.
5. Click and drag the macro name to a location between 2 existing toolbar buttons.  
Note: your button will have the name of the macro as a descriptor.
6. While the button is still selected, click “Modify Selection” in the Customize Pop-up box.
7. Click “Text only (in menus)”. The toolbar button should appear blank.
8. Click on “Modify selection” again and select “Change Button Image” and select a picture that you would like to add to this button.
9. Repeat process for the “Restore\_summary” macro.
10. Click “Close” to close the window.
11. Test your new buttons.

Buttons may be removed by:

1. View → Toolbars → Customize
2. Click on the button and drag it off the toolbar
3. Click “Close” to close the window.