

# Glossary

**The Standard toolbar-** shortcut commands for opening, closing and printing a project plan

**The Formatting toolbar-** frequently used formatting tools are displayed

**The Project Guide toolbar-** links to navigate through a project plan

**The entry bar-** enter and edit project tasks

**The Table-** information about tasks, resources and assignments

**The Gantt Chart-** displays graphic duration of tasks

**The Timescale-** time period indicator at top of Gantt Chart

**The View bar-** buttons for commonly used views

**Timescale** is a time period indicator at the top of the Gantt chart, Resource Graph, Task Usage, and Resource Usage.

A **task** represents the work to be done to accomplish the goals of the project.

**Baselines** are original project plans used to monitor a project's progress. After you enter the complete project information in your project plan, you save a baseline plan, so that you can view the results in the task sheet view. In effect, this saves a copy of the current date information for future reference.