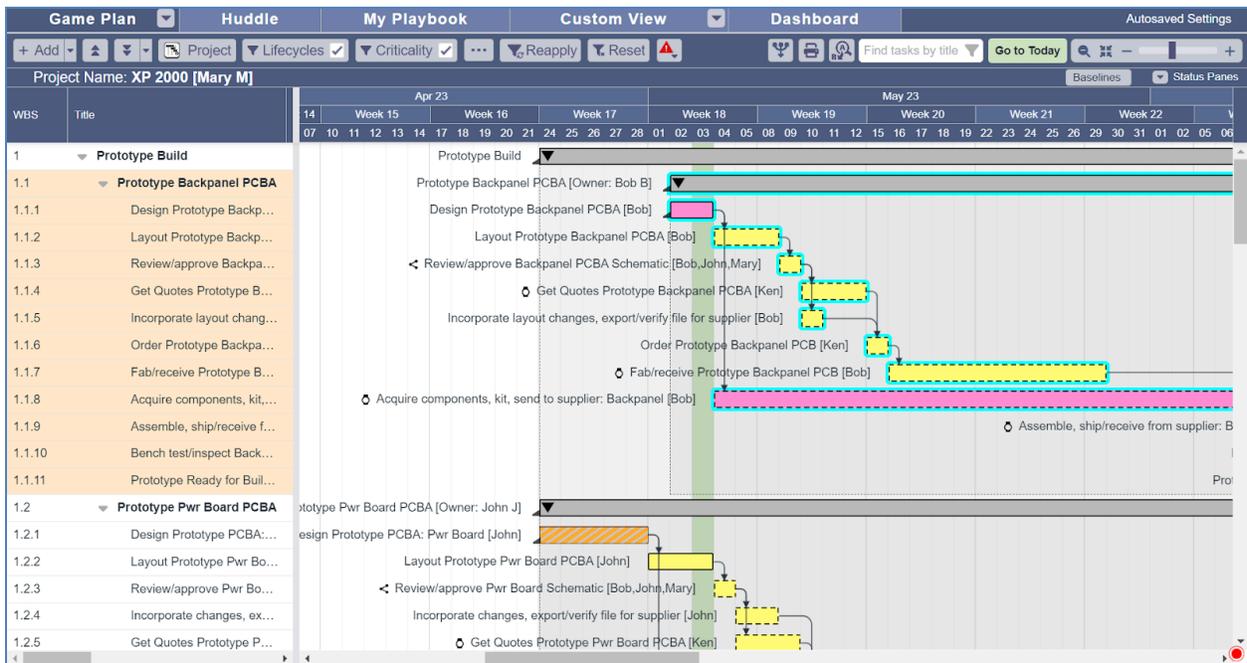


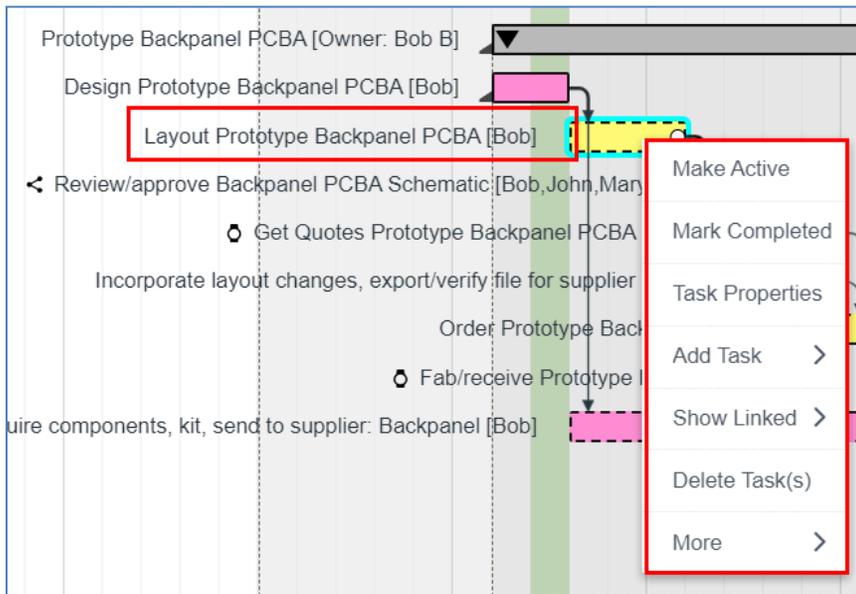
Exercise – Selection Techniques

Many actions can be performed to more than one task at a time such as Copy-Paste. To do so, you will first need to understand how to select multiple tasks.

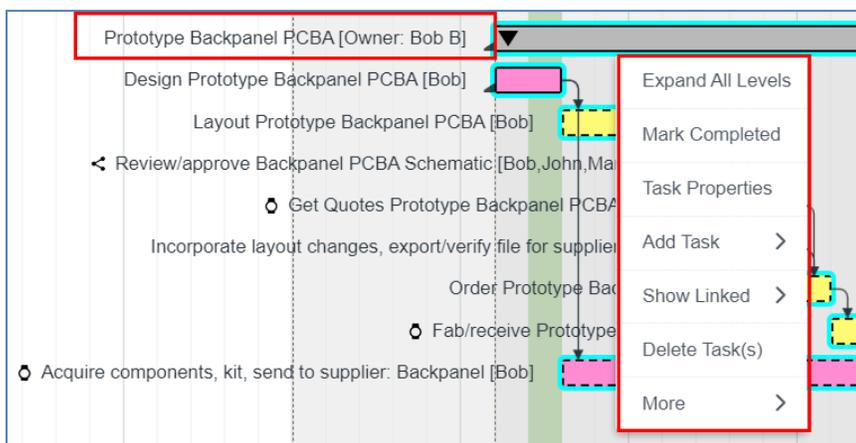
1. Open a Chrome or Edge browser and enter the following:
<https://training3.playbookteam.com>
2. Sign in Playbook as Bob. Username = **Bob**, password = **PlayBook2021**
3. Switch to the **Game Plan** and ensure **XP 2000** is the active project.
4. Click on the summary task **Prototype Backpanel PCBA**. The summary task and all its subtasks are highlighted with cyan borders indicating they are selected. This is a quick way to select a summary task and all its subtasks. Note: in the task grid on the left, selected tasks are highlighted in orange.



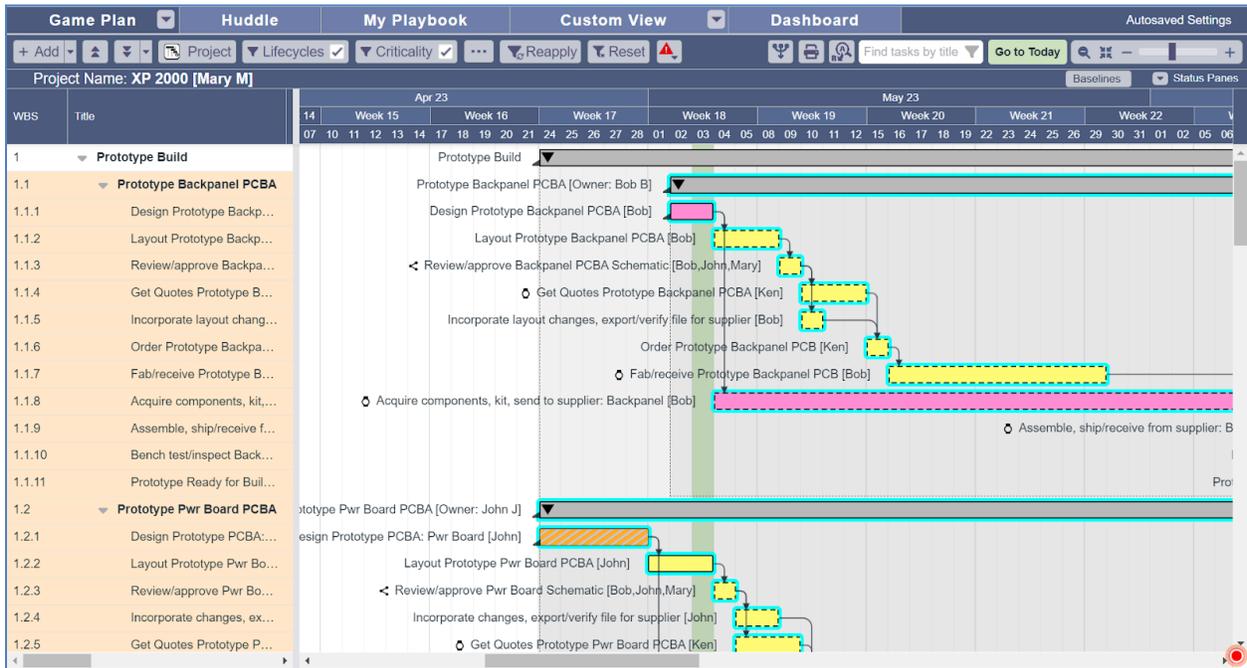
5. Right-clicking on a task selects the task and gives the user a list of options. In either the task grid or in the plan, right-click on **Layout Prototype Backpanel PCBA** and review the available operations.



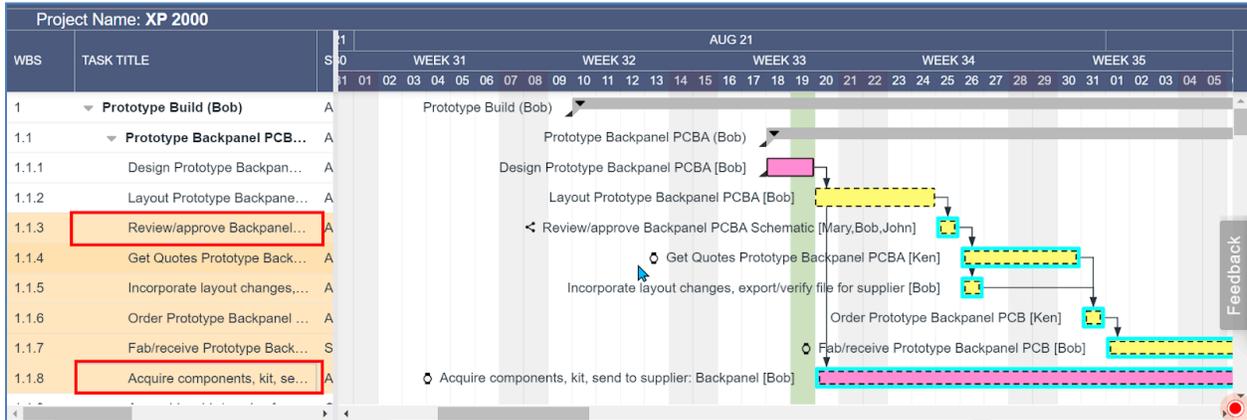
6. Right-clicking on a summary task selects the summary task and its subtasks, sub-summary tasks, and their subtasks, and gives the user a list of options. Right-click on the summary task **Prototype Backpanel PCBA** and review the available operations.



- Using the Ctrl-key together with left-click, adds a task to the selected list and deselects a task if it's already selected. With the summary task **Prototype Backpanel PCBA** and its subtasks already selected hold the Ctrl-key and left-click on summary task **Prototype Pwr Board PCBA**. Now both summary tasks and their subtasks are selected.



8. Click in the whitespace to deselect all tasks.
9. Using the Shift-key in the task grid selects a range of tasks. Left-click **Review/approve Backpanel (WBS 1.1.3)** then hold the Shift-key and left-click on **Acquire components... (WBS 1.1.8)**. Both tasks and all tasks in between are now selected.



10. Lastly, holding the Alt-key while left-clicking on a summary task selects only the summary task and none of its subtasks.
11. Sign Bob out of Playbook and **Discard**.

This completes this exercise.