## **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.

Ga	ame Plan 🛛 🗖	Huddle	My Playbook	Custom View	N 🔽	Dashboard		Autosaved Sett	tings
+ Add	• 🚖 ∓ • 🕞 F	Project 🔽 Lifecy	cles 🗸 🔻 Criticality 🖌 🚥 🕚	Reapply Reset	<b>A</b> .	🖤 🖶 🕵 Find t	asks by title 🔻 Go to Today	Q X -	+
Project Name: XP 2000 [Mary M] Basolinos 💟 Status Panes									
			Apr 23			M	ay 23		
WBS	Title		14 Week 15 Week 16	Week 17	Week 18	Week 19	Week 20 Week 21	Week 22	V
1	- Drototype Build		07 10 11 12 13 14 17 18 19 20	21 24 25 26 27 28 0	01 02 03 04 03	08 09 10 11 12 15	16 17 18 19 22 23 24 25	26 29 30 31 01 02 05	o Uo
	<ul> <li>Prototype Build</li> </ul>		Prototype Bui		_				_
1.1	<ul> <li>Prototype Ba</li> </ul>	ckpanel PCBA	Prototype Backpa	inel PCBA [Owner: Bob B]	<b>•</b>				
1.1.1	Design Prot	otype Backp	Design Prototy	pe Backpanel PCBA [Bob]					
1.1.2	Layout Prot	otype Backp	Layout	Prototype Backpanel PCB	A [Bob]	<u> </u>			
1.1.3	Review/app	rove Backpa	< Review/approve	Backpanel PCBA Schema	tic [Bob,John,Mar	y) 🛄			
1.1.4	Get Quotes	Prototype B		o Get Quotes Prototype	Backpanel PCBA	[Ken]			
1.1.5	Incorporate	layout chang	Incorporate	layout changes, export/ver	ify file for supplier	[Bob]			
1.1.6	Order Proto	type Backpa		Ord	der Prototype Bac	kpanel PCB [Ken]	1 L		
1.1.7	Fab/receive	Prototype B		👌 Fab/r	eceive Prototype	Backpanel PCB [Bob]			
1.1.8	Acquire con	nponents, kit,	<ul> <li>Acquire components, kit,</li> </ul>	send to supplier: Backpane	el [Bob]				
1.1.9	Assemble, s	ship/receive f					Assemble	», ship/receive from suppli	ier: B
1.1.10	Bench test/i	inspect Back							
1.1.11	Prototype R	eady for Buil…							Pro
1.2	<ul> <li>Prototype Pw</li> </ul>	r Board PCBA	ototype Pwr Board PCBA [Owner: John	J] 🔽					
1.2.1	Design Prot	otype PCBA:	esign Prototype PCBA: Pwr Board [Joh	n]	1				
1.2.2	Layout Prot	otype Pwr Bo	Layout Prototype Pv	wr Board PCBA [John]					
1.2.3	Review/app	rove Pwr Bo	< Review/approve Pwr I	Board Schematic [Bob,Joh	,Mary]				
1.2.4	Incorporate	changes, ex	Incorporate change	es, export/verify file for sup	olier [John]				
1.2.5	Get Quotes	Prototype P	o Get Que	otes Prototype Pwr Board F	CBA [Ken]	H			Ĭ
		F	•						

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.



7. 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.
- 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.