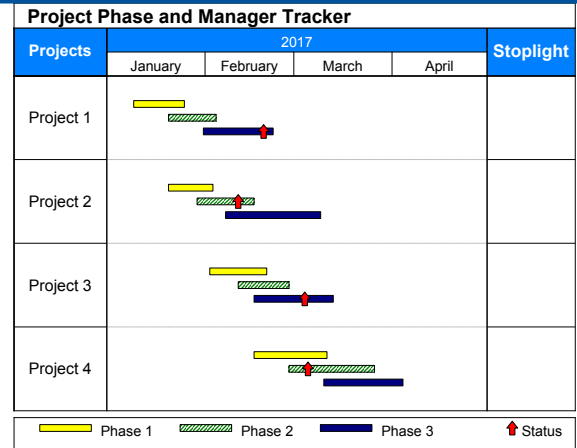


In this lesson you will learn how to:

- Create a column with standard stoplights.
- Fill cells with color.
- Set up custom stoplights.

Open the schedule for this Lesson.

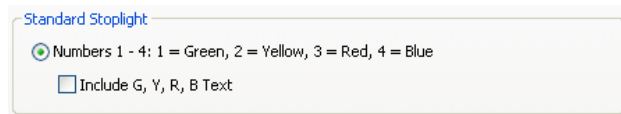
1. On the toolbar choose the **File** tab.
2. In the **Files and Templates: Open and Save Options** section, click ▼ (the down arrow) next to **Open**.
3. Choose **Lesson Chart**.
4. Select **Lesson 15 Starter Schedule.mlf**.
5. Save the schedule to an accessible folder on your hard drive, such as your **Documents** folder. Choose **File**, in the **Files and Templates: Open and Save Options** section, click ▼ (the down arrow) next to **Save As ...** choose **Chart**. You will now be able to work with and save this lesson schedule.



Lesson 15 Starter Schedule

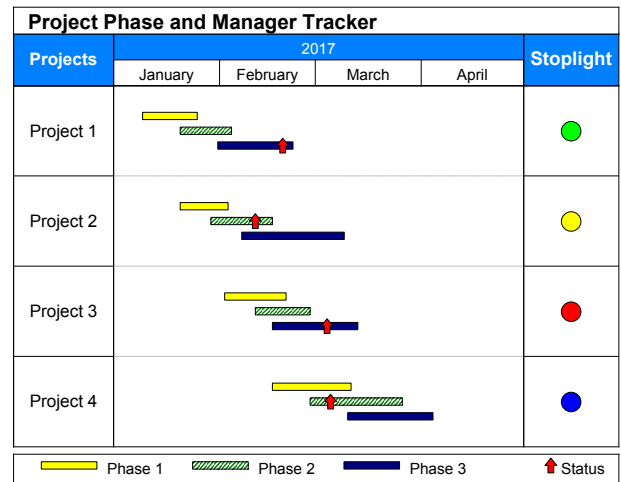
Create a column with standard stoplights

1. Using in the toolbox, click the **Stoplight** column heading. The toolbar will change to the **Selection** tab with **Current Object: Column Heading**. Choose **Switch to Column**.
2. In the list at the top next to the (Properties button) scroll and choose **Stoplight**. The **Stoplight Options** dialog box appears.




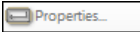
Standard Stoplight

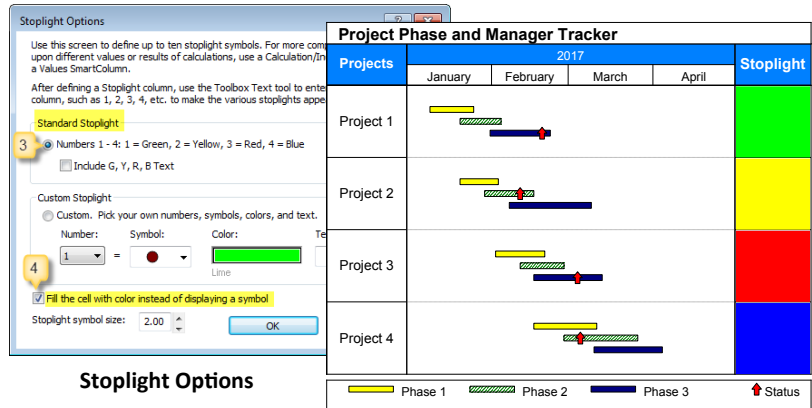
3. Choose **Standard Stoplight**.
4. Click **OK**. You will not yet see any change in your schedule.
5. Click in the toolbox. Move the cursor to first cell under the word **Stoplight**, and click the mouse. The cursor will now be in the cell. Type **1** in the cell.
6. Click the down arrow on the keyboard to move to the next cell under the **Stoplight** column and enter **2**.
7. Click the down arrow on the keyboard to move to the next cell under the **Stoplight** column and enter **3**.
8. Click the down arrow on the keyboard to move to the next cell under the **Stoplight** column and enter **4**. Click your mouse outside of the cell. Your schedule should now look like this:



Standard Stoplight Schedule



Fill the cell with color instead of stoplights

- Using  click the **Stoplight** column heading. The toolbar will change to the **Selection** tab with **Current Object: Column Heading**. Choose **Switch to Column**.
- In the **Column Type and Format** section click  (the **Properties** button). The **Stoplight Options** dialog box displays.
- Choose **Standard Stoplight**.
- Fill the cell with color instead of displaying a symbol**.
- Click **OK**.

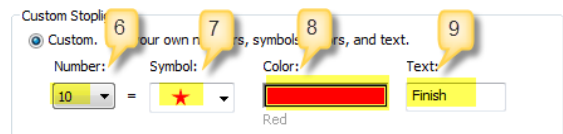
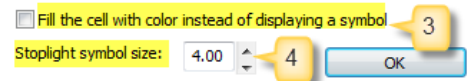


Cells Filled With Color Schedule

Set up custom stoplights

- Using  click the **Stoplight** column heading. The toolbar will change to the **Selection** tab with **Current Object: Column Heading**. Choose **Switch to Column**.
- In the **Column Type and Format** section click  (the **Properties** button). The **Stoplight Options** dialog box displays.

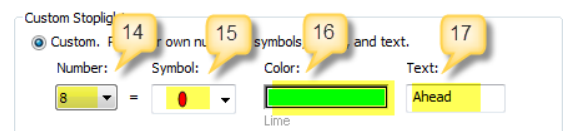
- Fill the Cell with color instead of displaying a symbol**.
- Change **Stoplight symbol size** to **4.0**.
- Under **Custom Stoplight** choose **Custom Pick your own numbers, symbols, colors, and text**.
- For **Number** click the scroll arrow choose **10**.
- For **Symbol** click the scroll arrow choose the **red star**.
- For **Color** pick red.
- For **Text** type in **Finish**.
- For **Number** click the scroll arrow choose **9**.
- For **Symbol** click the scroll arrow choose the **aqua square**.
- For **Color** pick grey.
- For **Text** type in **Behind**.
- For **Number** click the scroll arrow choose **8**.
- For **Symbol** click the scroll arrow choose the **red oval**.
- For **Color** pick **Lime**.
- For **Text** type in **Ahead**.




Custom Stoplight

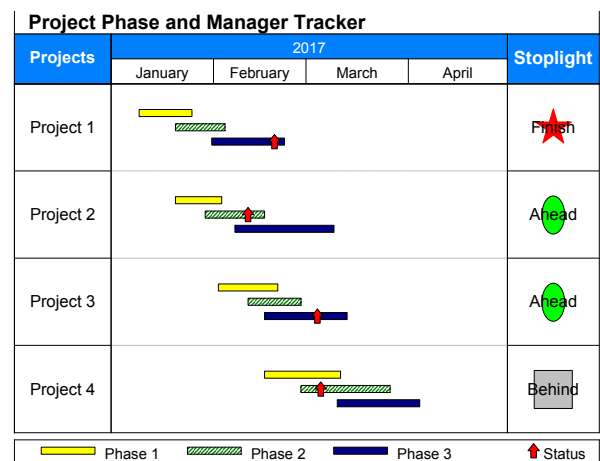


Custom Stoplight



Custom Stoplight

- Click **OK**. You will not see any change in your schedule
- Click  in the toolbox. Move the cursor to first cell under the word **Stoplight** and type **10** in the cell.
- Click the down arrow on the keyboard to move to the next cell in the **Stoplight** column. Type **8** in the cell.
- Click the down arrow on the keyboard to move to the next cell under the **Stoplight** column. Type **9** in the cell. Click your mouse outside of the cell so you will not move to the next page.



Custom Stoplight Schedule