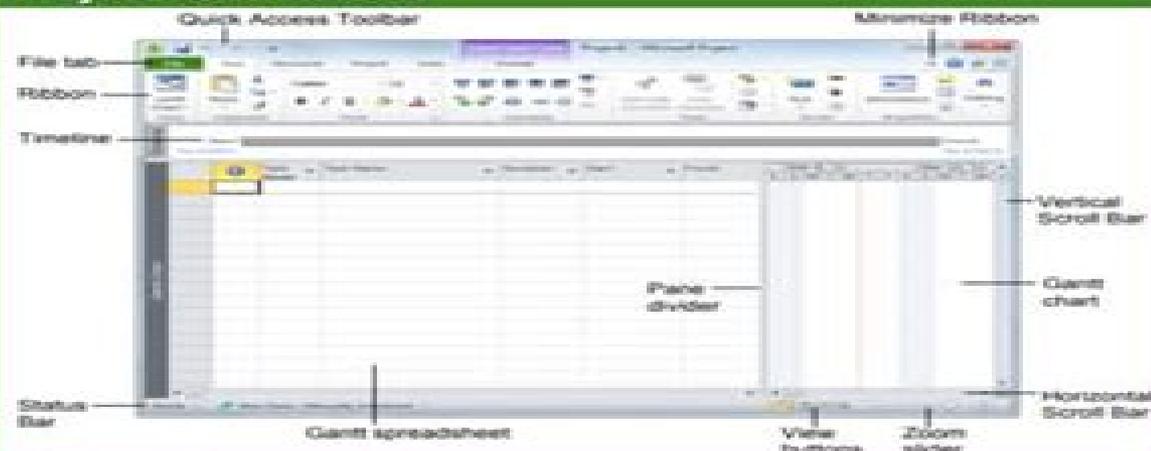


## Project 2010 Screen



## Common Views

**To Display a View:** Click the **View** tab on the Ribbon and select a view from the Task or Resource Views groups. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button list arrow in the View group, and select a view.

**Gantt Chart:** This is the default task view. Displays a task list with bar chart information.

**Calendar:** Displays tasks and durations in a monthly calendar.

**Network Diagram:** Displays a sequence or logic diagram that shows the project's tasks and dependencies.

**Resource Sheet:** Displays a list of resources and their details in rows and columns.

**Resource Usage:** Displays assigned tasks grouped under each resource.

**Resource Form:** Displays resource information in a form view.

**Resource Graph:** Displays a graph of resources and their costs, etc. over time.

**Task Usage:** Displays a list of tasks showing assigned resources under each task.

**Task Form:** Displays task information in a form view.

**Task Sheet:** Displays a list of tasks and their details in rows and columns.

**Team Planner:** The default resource view. Choose from more advanced and specific views.

**Timeline:** Displays a list of tasks with a baseline schedule and Gantt bars.

**Tracking Gantt:** Displays a list of tasks with a baseline schedule and Gantt bars.

**More Views:** Choose from a list of more advanced and specific views.

## The Fundamentals

- To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- To Create a Project from a Template:** Click the **File** tab on the Ribbon and select **New**. Select a template under the Office.com Templates section, or click **My Templates** and select a template.
- To Create a New Project from an Excel Spreadsheet or SharePoint List:** Click the **File** tab on the Ribbon and select **New from Excel workbook** or **New from SharePoint task list**.
- To Save a Project File:** Click the **Save** button on the Quick Access Toolbar, click **File** tab on the Ribbon and select **Save**. Or, press **<Ctrl> + <S>**.
- To View Information about a Project:** Click the **Project** tab on the Ribbon and click the **Project Information** button in the Properties group.
- Set the Working Time Calendar:** Click the **Project** tab on the Ribbon and click the **Change Working Time** button in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the **From:** and **To:** boxes.
- To Update the Project:** Click the **Project** tab on the Ribbon and click the **Update Project** button in the Status group.
- To Set the Status Date:** Click the **Project** tab on the Ribbon and click the **Status Date** button in the Status group. Select the status date to report progress of the project.
- To Save a Baseline Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set baseline** option, save the plan for the entire project or selected tasks, click **OK**.
- To Save an Interim Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set interim plan** option, save the plan for the entire project or selected tasks, click **OK**.
- To Calculate Project Changes:** Click the **Project** tab on the Ribbon and click the **Calculate Project** button in the Schedule group.
- To Open the Timescale Dialog Box:** Click the **View** tab on the Ribbon, click the **Timescale** list arrow in the Zoom group, and select **Timescale**. Or, double-click inside the timescale header.
- To Adjust the Timescale:** Click the **View** tab on the Ribbon and click the **Timescale** list arrow in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level:** Click and drag the **Zoom Slider** to zoom in or out. Or, click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Choose a zoom option from the list.
- To Jump to a Task:** Select the task you wish to view. Click the **View** tab on the Ribbon and click the **Zoom Selected Tasks** button in the Zoom group.
- To View the Entire Project:** Click the **View** tab on the Ribbon and click the **Zoom Entire Project** button in the Zoom group.

## Keyboard Shortcuts

Task or Resource Information	<b>&lt;Shift&gt; + &lt;F2&gt;</b>
Assign Resources	<b>&lt;Alt&gt; + &lt;F10&gt;</b>
Help	<b>&lt;F1&gt;</b>
View Context-Sensitive Help	<b>&lt;Shift&gt; + &lt;F1&gt;</b>
Go To Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b>
Link Selected Task	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Unlink Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b>
Zoom In	<b>&lt;Ctrl&gt; + &lt;+&gt;</b>
Zoom Out	<b>&lt;Ctrl&gt; + &lt;-&gt;</b>

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