

# Project 2010 Creating a Basic Project

## Starting a New Project

Project automatically starts with a blank project. To manually create one:

1. Choose FILE, then NEW.
2. [Click] BLANK PROJECT in the top row of AVAILABLE TEMPLATES and [Click] CREATE. Or, choose a specific template from the OFFICE.COM TEMPLATES section and [Click] DOWNLOAD. Or press <Ctrl-N> to quickly produce a new, empty project file.

## Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose PROJECT, then PROJECT INFORMATION .
2. Ensure the SCHEDULE FROM option is set to PROJECT START DATE.
3. Enter the corresponding START DATE and, if necessary, time. The date format is based on the Windows Control Panel setting, usually mm/dd/yy. [Click]  to select a valid date.
4. Make the necessary changes, such as changing the CURRENT DATE or STATUS DATE. [Click] OK.

## Describing a Project

1. Choose FILE, INFO.
2. On the right, select PROJECT INFORMATION, and choose ADVANCED PROPERTIES .
3. [Click] the SUMMARY tab.
4. Enter a description in the TITLE field and, if necessary, further descriptive information in the SUBJECT field.
5. Enter name of the project manager in the AUTHOR field.
6. Enter your COMPANY and MANAGER names.
7. Enter a description, including project definition, deliverables and special constraints in the COMMENTS field. Press <Enter> to start a new line. [Click] OK.

## Switching to a Different View

Choose VIEW, then one of the TASK VIEWS or RESOURCE VIEWS. To see:

- tasks on a time-scale with associated resources, choose GANTT CHART 
- task dependencies or precedence, choose NETWORK DIAGRAM 
- staff, costs, who is overloaded, choose RESOURCE SHEET 
- a month-at-a-glance view with tasks as horizontal bars, choose CALENDAR 
- who is working on each task and where, choose TASK USAGE 
- what a resource is working on and when, choose RESOURCE USAGE 
- a histogram of a resource's workload, [Click] OTHER VIEWS  and choose RESOURCE GRAPH.
- to switch between a regular Gantt chart vs. one showing your plan or baseline against actual results, [Click] CHART  and choose GANTT CHART or TRACKING-GANTT.

## Switching to an Unlisted View

1. Choose VIEW, then the down arrow  from any of the TASK VIEWS or RESOURCE VIEWS, and choose MORE VIEWS.
2. Select the view and [Click] APPLY.

## Undoing Changes

[Click]  or press <Ctrl-Z>. By default you can undo 20 steps. To redo a step, [Click] .

## Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Move to or [Click] a blank cell in the TASK NAME column.
2. Type a brief description of the task.
3. Press <Enter> or <F4> press <Esc> to discard an entry. <Enter> is configured to move down one row.

## Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. Initially consider this time as if only one person is available.

1. Select the DURATION field for a task.
2. Enter a value or [Click]  to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated, enter explanatory text such as " TBD" or "unknown" (does not work when using automatic scheduling).
  - To enter an elapsed duration use the letter "e" (e.g. 1ed for 1 elapsed day).
  - Enter the appropriate unit code (MO for months, W for weeks, D for days (assumed), H for hours, and M for minutes).
  - To enter an estimated duration add a question mark (?).
3. Press <Enter>.

## Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the Tasks Manually Scheduled feature:

**Before entering tasks, or to set the default:**

- [Click]  **Auto Schedule** in the Status Bar, and choose AUTO SCHEDULE. Or  
Choose TASK,  then AUTO SCHEDULE or MANUALLY SCHEDULE.

**For existing tasks:**

1. Select the task(s).
2. Choose TASK, then AUTO SCHEDULE .

## Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose TASK, then , or press <Ctrl-F2>.

## Unlinking Tasks

1. Select the tasks to unlink.
2. Choose TASK, then , or press <Ctrl-Shift-F2>.

## Changing Data in One or More Rows

1. Select a row or rows of resources or tasks.
2. Choose TASK, then INFORMATION  or choose RESOURCE, then INFORMATION . Or, [Double Click] a task or resource row or press <Shift-F2>.
3. [Click] the preferred tab. Apply changes in the appropriate fields. [Click] OK.

## Inserting a Task

1. Activate a task-based view, such as Gantt Chart.
2. Select a row. Or to enter multiple tasks, select that many rows.
3. To enter blank tasks with durations "1 day! ", choose TASK, then TASK . Or, to enter blank rows, press <Insert>.

## Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose TASK, then  and choose ENTIRE ROW. Or, to remove the row(s), press <Delete>.

## Zooming in a View

In views with a time-scale, you can expand or compress the time-scale to see more of the project or fit a large project on fewer printed pages. Note: Zooming in the Network Diagram does not affect printing scale.

- Use the zoom slider on the status bar .

Or, to zoom in/out, press <Ctrl->  or <Ctrl-> .

## Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows, up or down until the horizontal insertion point is in the correct location. To copy, press and hold <Ctrl> while [Dragging].

## Copying Data to Adjacent Cells

This is most useful in the RESOURCE SHEET view.

1. Select the top or left cell that contains data to be copied. The cells below or to right will receive the data. 
2. [Drag] the Fill Handle down or right.

## Changing Gantt Chart Appearance

1. Choose GANTT CHART TOOLS, FORMAT.
  - To show or hide the critical path, check/uncheck .
  - To show or hide slack time, check/uncheck .
  - To show or hide dependency lines, [Click] LAYOUT  and [Click] OK.

## Selecting Rows

- Non-adjacent rows [Click] the first row or cell, press <Ctrl> and [Click] additional rows.
- All rows [Click] on a column heading, e.g. TASK NAME.

## Working in the Gantt Chart

- | To do this...                    | Press this...   |
|----------------------------------|---|
| Show beginning of project        | Alt-Home  |
| Show end of project              | Alt-End   |
| Go to start of selected task     | Shift-Ctrl-F5, or Choose TASK, SCROLL TO TASK  |
| Go to first or last row of sheet | Ctrl-Home or Ctrl-End   |
| Go to leftmost column            | Home  |

# Microsoft Project 2010 Quick Reference Guide

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## **Microsoft Project 2010 Quick Reference Guide:**

**Microsoft Project 2010 Quick Reference Guide** Beezix, Inc Staff,2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 **Project 2010 Creating a Basic Project** **Project 2010 Managing Complexity** Planning and Control Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft Project 2010 Quick Guide for Beginners Kugan Panchadsaram,2012-01-01 **Windows 7 Resource Kit** Mitch Tulloch,2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best Microsoft Office Access 2010 QuickSteps John Cronan,2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful database application Follow along and quickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid *The Writers Directory* ,2013 **Microsoft Project Quick Reference**

**Guide**, 1987 *Project 2010 For Dummies* Nancy C. Muir, 2010-04-13 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010 **Massage Therapy - E-Book** Susan G. Salvo, 2015-03-25 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo s *Massage Therapy Principles and Practice 5th Edition* brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new line drawings in the kinesiology chapter of origins and insertions that match the painted skeletons found in most classrooms It makes the essential principles of massage therapy more approachable and prepares you for success in class on licensing and board certification exams and in a wide range of therapeutic practice settings Clear straightforward approach simplifies complex content for easier understanding Complete anatomy and physiology section in addition to material on techniques and foundations gives you all the information you need in just one book Certification Practice Exam on Evolve mimics the major certification exams in format and content builds confidence and helps increase pass rates Over 700 high quality illustrations including line drawings and halftones clarify difficult concepts in vibrant detail Case studies challenge you to think critically and apply your understanding to realistic scenarios foster open mindedness and stimulate dialogue Profile boxes provide an inspirational real world perspective on massage practice from some of the most respected authorities in massage and bodywork Clinical Massage chapter focuses on massage in clinical settings like hospitals nursing homes and medical offices to broaden your career potential Two business chapters loaded with skills to make you more marketable and better prepared for today s competitive job market Video icons refer you to the Evolve site featuring about 120 minutes of video covering techniques routines client interaction sequences and case studies that facilitate the learning process and the practical application of the material Evolve icons listed in each chapter encourage you to go beyond the lecture and reading assignments and learn more on the Evolve site Evolve boxes at the end of each chapter list Chapter Extras found on Evolve

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Pharmacotherapy: A Pathophysiologic Approach, Tenth Edition Joseph T. DiPiro, Robert L. Talbert, Gary C. Yee, Gary R. Matzke, Barbara G. Wells, L. Michael Posey, 2017-01-23 The most comprehensive text available on the use of evidence based medication therapies for optimal patient outcomes updated with the latest breakthroughs and guidelines A Doody's Core Title for 2019 Pharmacotherapy A Pathophysiologic Approach is written to help you advance the quality of patient care through evidence based medication therapy derived from sound pharmacotherapeutic principles The scope of this trusted classic goes beyond drug indications and dosages to include the initial selection proper administration and monitoring of drugs You will find everything you need to provide safe effective drug therapy across the full range of therapeutic categories Presented in full color the Tenth Edition is enriched by more than 300 expert contributors and every chapter has been updated to reflect the latest in evidence based information and recommendations This sweeping updates include tables charts algorithms and practice guidelines This edition is also enhanced by a timely all new chapter on Travel Health Here's why this is the perfect learning tool for students patient focused pharmacists and other health care providers All chapters have been updated to provide the most current reliable and relevant information possible Key Concepts at the beginning of each chapter Clinical Presentation Tables summarize disease signs and symptoms Clinical Controversies Boxes examine the complicated issues faced by students and clinicians in providing drug therapy Color coded diagnostic flow diagram treatment algorithms dosing recommendations and monitoring approaches clearly distinguish treatment pathways Most disease oriented chapters include updated evidence based treatment guidelines that often include ratings of the level of evidence to support the key therapeutic approaches Edition after trusted edition Pharmacotherapy A Pathophysiologic Approach has been unmatched in its ability to clearly and impartially impart core pathophysiological and therapeutic elements that students and practitioners must be familiar with

Project Planning and Control Using Primavera P6 Paul Eastwood Harris, 2010 User guide and training manual written for PM professionals who wish to learn how to set up a database and plan and control projects using Primavera P6 with or without Resources and Roles The book is aimed at project management companies who wish to run their own training courses and training organisations requiring a training manual

Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project's power tools Customize Project's features and views and transfer info directly between Project and other

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