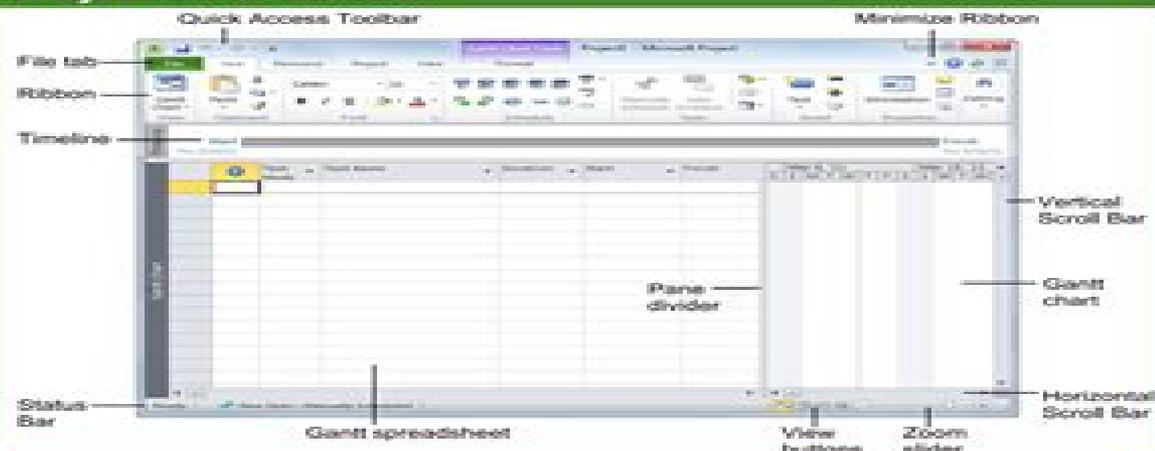


Project 2010 Screen



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 of 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	<Shift> + <F2>
Assign Resources	<Alt> + <F10>
Help	<F1>
View Context-Sensitive Help	<Shift> + <F1>
Go To Selected Task	<Ctrl> + <Shift> + <F5>
Link Selected Task	<Ctrl> + <F2>
Unlink Selected Task	<Ctrl> + <Shift> + <F2>
Zoom In	<Ctrl> + <= >
Zoom Out	<Ctrl> + <' >

Ms Project 2010 User Guide

Greg Horine



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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 programs

Planning and Scheduling Using Microsoft® Project 2010 Paul E. Harris,2010 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 r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment

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 Project 2010 For Dummies Nancy C. Muir,2010-05-10 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

Project Management Absolute Beginner's Guide Greg

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[Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition](#) Paul Eastwood Harris,2010 The book is designed for users of earlier versions to upgrade their skills

and for new planners to learn the software **Altova® DatabaseSpy 2010 User & Reference Manual** , **Arduino Projects for Engineers** Neerparaj Rai,2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects of each project and will help students create their own innovative prototypes *Making Effective Business Decisions Using Microsoft Project* Advisicon,Tim Runcie,Doc Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project What's New Study Guide to Microsoft Project 2010 Dale A. Howard,Gary L. Chefetz,2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors **Kemper County ICGG Project** ,2010 *Microsoft Project 2010 - Fast Learning Handbook* Rosario Rizzo,2014-01-31 A handbook full of pictures 249 images and 193 pages extensively commented using a clear and simple language that will lead to an easy understanding of the main concepts and functionalities which are effectively needed in your daily use of Microsoft Project 2010 As the Fast learning handbook subtitle suggests this handbook goes straight to the heart of the matter and never leads the reader to drift away from which are the key concepts and from

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