

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]  in the Status Bar, and choose AUTO SCHEDULED.
- 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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Table of Contents Microsoft Project 2010 Quick Reference Guide

1. Understanding the eBook Microsoft Project 2010 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Project 2010 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2010 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project 2010 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2010 Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Project 2010 Quick Reference Guide User Reviews and Ratings
 - Microsoft Project 2010 Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Project 2010 Quick Reference Guide Free and Paid eBooks
 - Microsoft Project 2010 Quick Reference Guide Public Domain eBooks
 - Microsoft Project 2010 Quick Reference Guide eBook Subscription Services

- Microsoft Project 2010 Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Project 2010 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Project 2010 Quick Reference Guide Compatibility with Devices
 - Microsoft Project 2010 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project 2010 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Project 2010 Quick Reference Guide
 - Interactive Elements Microsoft Project 2010 Quick Reference Guide
- 8. Staying Engaged with Microsoft Project 2010 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project 2010 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2010 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project 2010 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2010 Quick Reference Guide
 - Setting Reading Goals Microsoft Project 2010 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2010 Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Project 2010 Quick Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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