

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> to quickly produce a new, empty project file.

Setting the Project Start Date

Start dates determine scheduled tasks in a blank project. Start dates for one task affect scheduling and impact the calculation of task times.

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. In the **SCHEDULE FROM** option, 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/yyyy. [Click] [OK] to select a valid date.
4. Make the necessary changes, such as changing the current date or starting date, [Click] **OK**.

Describing a Project

1. Choose **FILE**, then **INFO**.
2. On the right, select **PROJECT INFORMATION**, and choose **ADVANCED PROJECT INFO**.
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 some of the project manager's e-mail address in the **CONTACT** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project information, objectives and special constraints in the **DESCRIPTION** field. Press <Enter> to start a new line. [Click] **OK**.

Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEW** or **RESOURCE VIEW**. To use:

- tasks in a time scale with associated resources, choose **GANTT CHART**.
- task dependencies or precedences, choose **LOGICAL ORDER**.
- task costs, when it is calculated, choose **PROJECT COST**.
- a month-at-a-glance view with tasks in horizontal bars, choose **MONTHLY SCHEDULE**.
- who is working on each task and where, choose **TASK INFO**.
- what resources is working on and when, choose **RESOURCE VIEW**.
- a histogram of a resource's workload, [Click] [Resource Usage] and choose **RESOURCE Gantt**.
- to switch between a regular Gantt chart or, with changing your plan or timeline against actual results, [Click] [Task] and choose **GANTT CHART** or **RESOURCE GANTT**.

Switching to an Unlinked View

1. Choose **VIEW**, then the **VIEW** option. 2. From any of the **TASK VIEW** or **RESOURCE VIEW**, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

Linking Changes

[Click] [Link] or press <Ctrl>+<L>. By default you can create all changes. To make a copy, [Click] [Copy].

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Move to an [Click] a blank cell in the task input column.
2. Type a brief description of the task.
3. Press <Enter> or <ctrl>+<Enter> to discuss an entry. <ctrl>+<Enter> is configured for three-down one-right.

Entering or Changing a Task Duration

Indicate the effort required to complete the task, at the preferred level of quality. Indicate the time or effort one person is available.

1. Select the **Duration** field for a task.
2. Enter a value in [Click] to increase or decrease the value. Or, to enter a value, enter a duration of days. Or, if the duration is not yet indicated, enter explicitly first such as "1d" or "1week" (days not week when using automatic scheduling).
 - To enter an elapsed duration use the letter "e" (e.g., 1 and 11 elapsed days).
 - Enter the appropriate unit code (days for monthly, or for weeks, or for days. Conversely, if for hours, use H for minutes).
 - To enter an elapsed duration add a question mark (?)
3. Press <Enter>.

Using Automatic Scheduling

Tasks with task dependencies, resource constraints, and the project calendar are automatically adjust task dates, include the **Task** > **Usually Scheduled** feature. Before entering tasks, or to set the default: [Click] [Task] in the **Task** list, and choose **USUALLY 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 end date of each task. Tasks associate them with one another (task bars). Every task should be linked.

1. Select the task to sequence.
2. Choose **TASK**, then [Link] or press <Ctrl>+<F2>.

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then [Unlink] or press <Ctrl>+<F2>.

Changing Data in One or More Rows

1. Select one or more of resources or tasks.
2. Choose **EDIT**, then **IMPORTED FROM** or choose **RESOURCE**, then **IMPORTED FROM**. Or, [Double Click] a task or resource row or press <Ctrl>+<F2>.
3. [Click] the preferred tab. Apply changes in the appropriate fields. [Click] **OK**.

Inserting a Task

1. At least 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 duration, "1 day", choose **TASK**, then **NEW**. Or, to enter blank rows, press <ctrl>+<Enter>.

Deleting Rows

1. Select a row or rows.
2. To clear the needs of data, choose **TASK**, then **DELETE**. Or, to remove the rows, press <ctrl>+<Delete>.

Zooming in a View

As views with a task scale, you can expand or collapse the time scale to see more of the project or to a large project on fewer printed pages. Press. Zooming in the **Taskbar** (drag left, does not affect printing scale).

- Use the zoom slider on the status bar.

Or, to zoom in, press <Ctrl>+<Z> or <ctrl>+<+>.

Moving or Copying Rows

1. Select a row or rows.
2. [Click] one of the information rows, up or down until the horizontal insertion point is in the current location. To copy, press <ctrl>+<ctrl> while [Dragging].

Copying Data to Adjacent Cells

This is most useful for the **RESOURCE SHEET** view.

1. Select the target cell and that contains data to be copied. The cells below or to right will receive the data.
2. [Click] the **Fill Handle** (arrow or right).

Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS**, **FORMAT**.
 - To show or hide the critical path, choose **Critical Path**.
 - To show or hide start times, choose **Start**.
 - To show or hide dependency lines, choose **LAUNCH** or choose the **LINK** setting and [Click] **OK**.

Selecting Rows

Row adjacent from [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 All rows

Show end of project All End

To format all selected tasks Shift+Ctrl+P, or Choose **TASK** > **FORMAT** > **FORMAT**

To find a task row of sheet Ctrl+F or Ctrl+R

To go to selected column Home

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