

# Project 2016 Creating A Basic Project

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our [Office 2016 Essentials](#) guide.

## 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 **START DATE** and, if necessary, time. [Click]  to select a date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

The Status Date is used for various reports, such as Progress and Earned Value reports. You may also change it in the **PROJECT** tab in the Status group. If not set, **CURRENT** date is used.

## Describing a Project

Provide additional project information to enhance reports.

1. Choose **FILE**, **INFO**.
2. From the **PROJECT INFORMATION** menu on the right, 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**.
8. [Click] .

## 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 when, 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 plan or baseline against actual results, [Click]  **Gantt**, **GANTT CHART** or **TRACKING GANTT CHART** .

## Switching to an Unlisted View

1. Choose **VIEW**, then the drop-down arrow  from any of the view buttons described above, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

## Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose **VIEW**, then **GANTT CHART** .
2. Move to or [Click] a blank cell in the **TASK NAME** column.
3. Type a brief description of the task.
4. Press <Enter> or <F2>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Duration values may be changed later.

## Inserting a Task

1. Select a row. Or for multiple tasks, select that many rows.

2. Choose **TASK**, then **TASK** . Or, press <Insert>.

**Entering or Changing a Task Duration**  
Estimate the effort required to complete the task at the preferred level of quality. If using effort-driven scheduling, 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 initially, 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 (m for months, w for weeks, d for days (assumed), h for hours and m for minutes).
  - To enter an estimated duration add T (e.g., 2wT).
3. Press <Enter>.

## Indenting or Demoting Tasks

You can group similar tasks together and have them summarized under a general description by indenting (or demoting) them. This helps you grapple with details in a large project, establishing an outline or a hierarchy; it helps you print both detailed and brief reports.

1. Select the tasks to indent or demote.
2. Choose **TASK** then [Click]  or press <Alt-Shift->>.

## "Outdenting" or Promoting Tasks

1. Select the tasks to "outdent" or promote.
2. Choose **TASK** then [Click]  or press <Alt-Shift-<<.

## Hiding Tasks Under a Summary

[Click] the black triangle to the left of the summary task name  or press <Alt-Shift-Hyph>.

## Displaying Tasks in a Summary

[Click] the white triangle to the left of the summary task name  or press <Alt-Shift->>.

## Displaying All Subtasks

Choose **VIEW** then [Click] **OUTLINE SUBTASKS** or press <Alt-Shift-\*>.

## Updating Multiple Rows Quickly

Blue shading shows the result or impact of a change.

1. Select task or resource rows.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] **OK**.

## Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose **TASK**, then  **Clear**, then **ENTIRE ROW**. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

## Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar .
- Choose **VIEW**, then the **Zoom** menu .
- Press <Ctrl-Z> or <Ctrl-T>.

## Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows by the row number, up or down until the horizontal insertion bar 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. Cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right. .

## 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]  **Task Tools** > **Manually Scheduled** in the Status Bar at the bottom, and choose **AUTO SCHEDULED**.

Or, choose **TASK**, **MODE**  then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

**For existing tasks:** Select task(s).

then choose **TASK**, **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 Gantt Chart Appearance

- To show/hide the critical path, check/uncheck **CRITICAL TASKS**.
- To show/hide slack time, check/uncheck **SLACK**.
- To show/hide dependency lines, choose **LAYOUT**  adjust the **LINKS** setting. [Click] **OK**.

## Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose **VIEW**, then **GANTT CHART** .
2. Select the task.
3. Choose **GANTT CHART TOOLS, FORMAT**, then **TASK PATH** .
4. Select a **HIGHLIGHT** option. For example, to see the tasks that must be completed for the current task, choose **PREDECESSORS**. The **DRIVING** or **DRIVEN** choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] **REMOVE HIGHLIGHTING**.

## Shortcuts

| To do this...      | Press this... |
|--------------------|---------------|
| Remove all filters | F3            |

## Working in the Gantt Chart

|                                         |                                                                                                                                            |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Show beginning of project               | Alt-Home                                                                                                                                   |
| Show end of project                     | Alt-End                                                                                                                                    |
| Scroll in the timescale                 | Alt-← or Alt-→                                                                                                                             |
| Go to start of selected task            | Shift-Ctrl-F5, or choose <b>TASK, SCROLL TO TASK</b>  |
| Go to first or last row of sheet        | Ctrl-↑ or Ctrl-↓                                                                                                                           |
| Go to left-rightmost column Home or End |                                                                                                                                            |

## 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., <b>TASK NAME</b> .                    |

# Microsoft Project Quick Reference Guide 2010

**Daniel F McAuley**



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

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 Microsoft Project 2010 In Depth QuantumPM, LLC, Scott Daley, 2011-01-31 This is the world s most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010 s reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2010 book you need **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

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**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 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 ManagementProfessionals who understand the PMBOK Guide Fourth Edition processesand wish to learn how to use Microsoft Project 2010 to plan and control theirprojects in a PMBOK Guide environment and discover how to gain the mostfrom the software The book is designed for users of earlier versions to upgrade their skills and fornew planners to learn the software It starts with the basics required to create aschedule through resource planning and on to the more advanced features Achapter is dedicated to the new functions and it outlines the differences fromthe earlier versions throughout the book

**Dynamic Scheduling with Microsoft Project 2010** Rodolfo Ambriz,John White,2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes

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