

Project 2007

Creating a Basic Project

Starting a New Project

1. Create a new file:
Choose FILE, NEW, then choose a BLANK PROJECT from the NEW section of the NEW PROJECT task pane, or a specific template from TEMPLATES section.
Or
[Click] , 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 AGGIP scheduling and permit the calculation of slack time.

1. Choose PROJECT, 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/yyyy. Use the pop-up to select valid dates.
4. Make the necessary changes, such as changing the CURRENT DATE or STATUS DATE. [Click] OK.

Describing a Project

1. Choose FILE, PROPERTIES.
2. [Click] the SUMMARY tab.
3. Enter a description in the TITLE field and, if necessary, further descriptive information in the SUBJECT field.
4. Enter name of the project manager in the AUTHOR field.
5. Enter your COMPANY and MANAGER names.
6. 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

1. Ensure that the View Bar is visible. If necessary, choose VIEW, TASK BAR.
2. [Click] the preferred icon. To see:
 - tasks on a time-scale with associated resources, choose GANTT CHART.
 - or change task dependencies or precedence, choose NETWORK DIAGRAM.
 - or change staff, costs, who is overloaded, choose RESOURCE SHEET.
 - a month-at-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, choose RESOURCE GRAPH.
 - your plan or baseline against actual results, choose TRACKING GANTT.

Switching to an Unlisted View

1. Choose VIEW, MORE VIEWS or [Click] the MORE VIEWS icon in the View Bar.
2. Select the view and [Click] the APPLY button.

Undoing Changes

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

Using Project Guides

Learn about the software as you work. Receive advice, direction, and tips in the Project Guide pane.

1. Turn on the Project Guide toolbar. If necessary, by choosing INDEX, TURN ON PROJECT GUIDE.
2. [Click] the Show/Hide Project Guide button  if necessary.
3. [Click] a topic, such as TASKS or RESOURCES.
4. Read the instructions and help.
5. When done, choose VIEW, TASKS OR PROJECT GUIDE.

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 the <Enter> or <Down Arrow> key, or [Click]  to complete an entry; press <Esc> or [Click] the  to discard an entry. The <Enter> key may be 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. (Duration units are MD for months, H for hours, D for days (assumed), H for hours and M for minutes.)

1. Select the DURATION field for a task.
2. Enter a value or [Click] spin controls to increase or decrease the value. To create a milestone, enter a duration of zero.
 - The letter "F" can be used for an elapsed duration (1 F).
 - Enter appropriate unit codes (see above).
 - A question mark (?) can be used for an estimated duration (1 ?).
3. Press <Enter>.

Sequencing All Tasks Quickly

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

1. Select the tasks to sequence.
2. Choose EDIT, LINK TASKS. [Click] the Link Tasks button  or press <Ctrl+F2>.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose EDIT, UNLINK TASKS or [Click] the Unlink Tasks button .

Changing Data in One or More Rows

1. Select a row or rows.
2. Choose PROJECT, TASK INFORMATION, or PROJECT, RESOURCE INFORMATION, or [Click] .
Alternatively, [Double Click] a single task or resource row or press <Shift+F2>.
3. [Click] the preferred tab. Apply changes in the appropriate fields. [Click] OK.

Inserting or Deleting Rows

1. Select a row or rows.
2. Choose INSERT, NEW TASK or NEW RESOURCE or press the <Insert> key.
Or
3. Choose EDIT, DELETE TASK or DELETE RESOURCE or press the <Delete> key.

Zooming in a View

In views with a time scale, you can expand or compress time. Compressing or zooming out is often necessary to fit a large project on fewer sheets of paper. Warning: Zooming in the Network Diagram does not affect printing scale.

- Move down: [Click]  or press <Ctrl+>
- Move away: [Click]  or press <Ctrl+>

Moving or Copying Items

1. [Click] a row number or [Drag] across row numbers.
2. [Drag] the selection by the edge, up or down until the last scroll 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

The Gantt Chart Wizard guides you through the steps of customizing a Gantt Chart. You can show or hide the critical path, resource names, dates, dependency lines, and so on.

1. Choose FORMAT, GANTT CHART WIZARD, or [Click] the Gantt Chart Wizard button .
2. Follow the steps in the Wizard.
3. [Click] FORMAT IF, [Click] NOT VISIBLE.

Setting the Calendar

The default calendar schedules people to work 8:00am to 5:00pm from Monday to Friday. If nothing else, you should enter country and company holidays.

1. Choose TOOLS, CHANGE WORKING TIME.
2. Use the vertical scroll bar or <Page Up> and <Page Down> keys to select the month.
3. [Click] on the day. If unsure of the exact day when a holiday will fall, choose any day, then change it later.
4. [Click] the EXCEPTIONS tab, if necessary.
5. [Click] the next available empty NAME cell.
6. Type the name of the holiday and press <Enter>.
7. For annual holidays, select the holiday, and [Click] the DETAILS button. Adjust the RECURRENT PATTERN as needed and [Click] OK.
8. [Click] the WORK WEEKS tab.
9. [Click] the DETAILS tab, if necessary, and [Click] the DETAILS button.
10. [Drag] from the WEEKDAY through WEEKEND headings to select all days of the week for all time.
11. Change the start, finish, and finish times in the FROM and TO fields to reflect when work will normally be done in a day. [Click] OK. [Click] OK again.

Selecting Rows

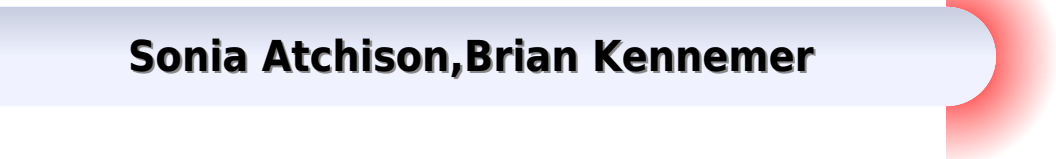
Non-adjacent rows: [Click] the first row or cell, press <Ctrl> and [Click] additional rows.
All rows: [Click] on a column heading, e.g. TASK NAME.

Working in the Gantt Chart

To do this...	Press this...
Show beginning of project	All-Move
Show end of project	All-Find
Go to start of selected task	Shift-Ctrl-F5 or [Click] 
Go to first row of sheet	Ctrl-F
Go to last row of sheet	Ctrl-Alt-Home
Go to leftmost column	Home

Microsoft Project Help Guide

Sonia Atchison, Brian Kennemer



Microsoft Project Help Guide:

The Project Managers Guide to Microsoft Project 2019 Gus Cicala, 2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request **Ten Minute Guide**

to Microsoft Project 3.0 Debbie Walkowski, Walkowski, 1993 A clear concise guide to the most important features of this project planning application Organized in lesson format it teaches the basics in 20 to 30 mini tutorials each of which can be completed in 10 minutes or less Along the way new users are assisted with Timesaver Tips Plain English definitions and Panic Button advice

Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under

control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it **The Complete Planning Guide for Microsoft Project** Thomas C. Belanger,1996 Walking readers through the process and the product together this book presents technical information in a real world project environment It includes a CD ROM with 15 samples projects on new projects on new product development facility moves buying a new home and much more The Complete Idiot's Guide to Project Management with Microsoft Project 2003 Ron Black,2005-01-04 The Complete Idiot s Guide to Project Management with Microsoft Project 2003provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries Mastering Projects with Microsoft Project 2000: A Comprehensive Guide to Project Management Pasquale De Marco,2025-04-12 Mastering Projects with Microsoft Project 2000 is the definitive guide to project management providing a comprehensive overview of the principles tools and techniques needed to successfully manage projects of all sizes and complexities Written in a clear and engaging style this book is packed with practical examples case studies and step by step instructions to help readers apply project management concepts to real world scenarios With a focus on Microsoft Project 2000 this book provides a thorough exploration of the software s features and functions enabling readers to maximize its capabilities for effective project planning scheduling budgeting resource allocation and risk management Whether you re a seasoned project manager or just starting out this book will equip you with the skills and knowledge you need to achieve project success Inside you ll find A comprehensive introduction to project management covering the fundamental concepts methodologies and best practices In depth coverage of Microsoft Project 2000 including installation configuration and customization Detailed guidance on scheduling tasks managing resources tracking costs and reviewing and distributing project information Advanced project management techniques such as risk analysis change management and portfolio management Case studies and examples from a variety of industries illustrating how project management principles can be applied in practice Mastering Projects with Microsoft Project 2000 is an essential resource for project managers team leaders and anyone involved in the planning execution and control of projects With this book as your guide you ll gain the skills and knowledge you need to confidently manage projects and achieve your goals If you like this book write a review on google books Using Microsoft Project 2002 Tim Pyron,2002 This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project Topics covered include scheduling tasks effectively and tracking costs Microsoft Project 2003 For Dummies Nancy Stevenson,2013-06-04 Whether your job is to manage the construction of a building oversee the launch of a new product host an international event

or plan a company party Microsoft Project 2003 can help Microsoft Project 2003 For Dummies shows you how to use the program to plan schedule and budget all phases of a project assign the resources create essential reports and monitor your progress If you re new to Project you ll find what you need to get up to speed including info on how Project works finding your way around and building your first Project plan If you ve used an earlier version of Project you ll delve into Project 2003 and all of the new features it puts at your fingertips Complete with case histories screen shots and step by step instructions this guide walks you through Making calendar settings building a task outline and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools The Gantt Chart which is the main view of Project The Network Diagram version of a PERT program Evaluation and Review Technique chart Risk management and Resource management Recalculating based on what if scenarios to solve resource conflicts get your costs within budget or meet your deadlines Understanding the task subtask structure creating an outline and working with WBS Work Breakdown Structure codes Working with a combination of cost types fixed work and material and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity update fixed costs and more Generating and formatting standard reports complete with graphics creating custom reports and using the XML Reporting Wizard If you have Project Server that complements Project 2003 but is not included this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration You can publish projects to the Web allow team members to update their progress analyze your project status and generally communicate in one central online location Microsoft Project 2003 For Dummies is complete with a bonus CD ROM that includes Add on tools and templates Case history examples Test preparation questions for the Project Management Institute PMI certification exam Milestones Project Companion and Project KickStart trial versions Cobra WBS Chart Pro PERT Chart Expert and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project You ll wonder how you managed without it

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web in the flow chart it looks like you are saying that the largest amount of bf is added to the top of the batter ingredients and left unmixed for 1 4 hours fermenting before mixing the dough is that really what rlb advises in her recipe

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web the main parameters involved in the baking process include time temperature humidity air flow convection systems and heat flux these process variables are a function of the size unit weight formulation water absorption type and target characteristics of

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web the study aims to provide technical information on the development and application of hazard analysis and critical control points haccp in one of the popular cake manufacturing companies in

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web may 25 2016 bakery product flows for haccp harpc posted in harpc happy wednesday folks if anyone would care to give me feedback on these product flow charts it would be greatly appreciated we are in the process of formalizing our food safety plan to conform to the fsma requirements

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web process machinery requirement flow chart machine name description machine image batter mixture this machine simplify mixes the raw material ingredients i e flour with other raw materials to produce the required batter baking oven it san oven with integrated conveyor in which food is cooked as it moves through the oven over conveyor

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web the process flow diagram shown below in fig 1 clearly shows the sequence of stages in the baking process there are two main stations in the plant which are the kneading station and the

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web context 1 technology since before storage the product passes through all the stages necessary to transform dough into bread fik and surówka 2002 figure 1 shows a flow chart of the par

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web jul 10 2023 transfers within and between production areas i e product flow patterns issues or concerns regarding hygienic design of equipment a simple process flow diagram for a bread baking plant could be scaling mixing bulk fermentation make up proofing baking cooling packaging metal detection stacking storage shipping 5 hazard

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web the cakes were evaluated for specific volume baking loss 8 9 9 5 color and symmetry index on day 1 and firmness water activity aw and moisture content after 14 days of storage

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web the entire bakery products can be divided into different segments such as flour wheat and refining researchgate the professional network for scientists fig 1 uploaded by dr vijay

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web figure 4 shows the process flow for baking each cupcake this indicates how each cupcake was baked under the different scenarios for example using the same recipe for the batter but

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web this is a simple bpm example for a bakery it shows part of a business process model which could be expanded with a customer swimlane it shows an end event tasks sequence flows and an interrupting timer start event click to see larger image

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