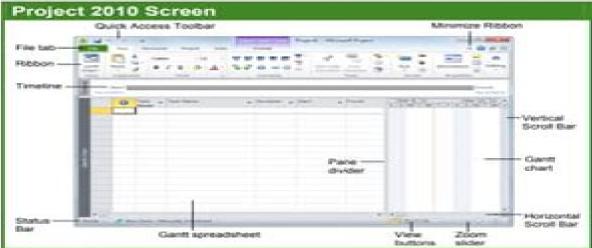
# Quick Reference Card



#### The Fundamentals

- To Create a New Project: Click the File tob on the Ribbon and select New.
- To Create a Project from a Template: Click the File tab on the Robbon 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 < Ctro - < 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 tath on the Ritton and click the Update Project button in the Status group.
- To Set the Status Date: Click the Project tail 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 tati 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 CM.
- 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 anow in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level: Click and drag the Zoom Silder 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 Tasks: 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.

#### 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 startus but 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.

Gentt 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 Olagram: Displays a sequence or logic diagram that shows the project's tasks and decembercies.

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

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.

Timetine: Displays a list of tasks with a baseline schedule and Gent bors.

Tracking Cantt: Displays a list of tasks with a baseline schedule and Gant bars.

More Views: Choose from a list of more advanced and specific views.

#### **Keyboard Shortcuts**

Task or Resource Information	<\$hit> • 472>
Assign Resources	<alto +="" <f10=""></alto>
Help	<f1></f1>
View Context- Sensitive Help	<shift> + <ft></ft></shift>
Go To Selected Task	«Ctrb» «Shift» « «FS»
Link Selected Task	«Ctrt» • «F2»
Unlink Selected Task	<cbb <shift="" •=""> • <f2></f2></cbb>
Zoom in	«Carber site
Zoom Out	«Chris » « * »

# **Microsoft Project 2010 Reference Card**

**Errin O'Connor** 

## **Microsoft Project 2010 Reference Card:**

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 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 processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects 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 from the earlier versions throughout the Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff, 2011-04-15 Laminated quick reference quide book 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 SharePoint 2010 User's Guide Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and

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