

Project 2010 Creating a Basic Project



Starting a New Project

Project automatically starts with a blank project, as illustrated in Figure 1-1.


1. Choose **FILE**, then **NEW**.
2. Click **BLANK PROJECT** in the list now in **NEW > BLANK 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 period of set data to say **ASAP** and subsequently an initial calculation of date time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** .
2. In the **SCHEDULE FROM** option, select **PROJECT START DATE**.
3. Enter the corresponding **START DATE**, and, if necessary, time. The date format is based on the Windows Control Panel settings, usually **mm/dd/yyyy**. 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**, then **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 scope or definition, deliverables and special conditions in the **COMMENTS** field. Press **Enter** to start a new line. Click **OK**.

Switching to a Different View

1. Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**.
To see:
 - tasks on a Gantt chart with a formatted resource, choose **GANTT CHART** .
 - task dependencies as a predecessor, choose .
 - staff, costs, rates, as a resource, choose .
 - a resource assigned to tasks with a list of the critical path, choose .
 - network coding, enter in task, and when, choose **TASK USAGE** .
 - when resources is working on activities, choose .
 - a resource's resources involved, click  and choose **RESOURCE** .
 - to search between a system Gantt chart and showing a list of the tasks and their related results, click  then, click  and choose **GANTT CHART** or **TASKS IN 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 steps, click .


Entering Task Information in a Sheet

Enter tasks in approximately chronological order.

1. Move to cell **D3** and, in sheet, set in row **TASK NAME** column.
2. Type a brief description of the task.
3. Press **Enter** or, follow press **Enter** to display an empty **ENTER** is configured to those down and to see.

Entering or Changing a Task Duration

Estimate the effort required to complete the task, at the preferred level of quality. Initially consider that time as if only one person is available. Be shown as to end.

1. Set of the **DURATION** field for a task.
2. Enter a value or click  to increase or decrease the value. Or, to create a calculation, enter a duration of days. Or, if the duration cannot be completed, enter a calculation such as "100" or "unknown" (don't put work into a using automatic calculation).
- To enter an elapsed duration use the letter "E" (e.g. 100E for 100 elapsed days).
- Enter the appropriate unit code (D for days, W for weeks, H for hours, and M for minutes).
- To enter an elapsed duration with a question mark, use "?".
3. Press **Enter**.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to be automatically used in task dates, choose the **Tasks Manually Scheduled** feature. **Before entering tasks, or to set the default:**

- Click  in the **Task** Bar, and choose **AUTOSCHEDULE**. Or, choose **TASK**, then **Task**, then **AUTOSCHEDULE** or **MANUALLY SCHEDULE**.

Rescheduling tasks

1. Select the task(s).
2. Choose **TASK**, then **ASCE SCHEDULE** .

Sequencing Tasks Quickly

Project can calculate the start and finish date of each task, if you connect them with one another (link them). Every task should be linked.

1. Set of the task to sequence.
2. Choose **TASK**, then  or press **Ctrl+F2**.

Unlinking Tasks

1. Set of the task to unlink.
2. Choose **TASK**, then  or press **Ctrl+Shift+F2**.


Changing Data in One or More Rows

1. Set of the 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 **Ctrl+F2**.
3. Click the preferred tab. Apply changes in the appropriate field. 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 tasks, to go with duration "1 day", choose **TASK**, then **TASK** . Or, choose **Blank**, select, press **Alt+Enter**.

Deleting Rows

1. Select a row or rows.
2. To delete the row(s), click **TASK**, then  and choose **DELETE ROWS**. Or, to remove the row(s), press **Alt+Delete**.

Zooming in a View

In views with a timeline, you can expand or collapse the time scale to view more of the project or fit a large project on fewer printed pages. Note: Zooming in the Network diagram does not affect printing scale.

1. Use the mouse to change the status bar.

Or, to zoom in/out, press **Ctrl+Z**  or **Ctrl+Y** .

Moving or Copying Rows

1. Select a row or rows.
2. Drag any of the selected rows, up or down until the horizontal lines are visible in the cells to be moved. To copy, press **Ctrl+V** or **Ctrl+Y** while dragging.

Copying Data to Adjacent Cells

Task is most useful in the **RESOURCE SHEET** view.

1. Select the task in 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 duration, check/uncheck .
 - To show or hide dependency lines, click **UNDO LINES**  or, adjust the **LINKS** setting, view .

Selecting Rows

Now select rows. Click the first row or cell, press **Ctrl+Shift** and click the desired row.
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+F, or Click TASK or GO TO TASK 
Go to first task row of sheet	Ctrl+P or Ctrl+J
Go to bottom of column	Home

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Table of Contents Microsoft Project User Guide 2010

1. Understanding the eBook Microsoft Project User Guide 2010
 - The Rise of Digital Reading Microsoft Project User Guide 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project User Guide 2010
 - 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 User Guide 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project User Guide 2010
 - Personalized Recommendations
 - Microsoft Project User Guide 2010 User Reviews and Ratings
 - Microsoft Project User Guide 2010 and Bestseller Lists
5. Accessing Microsoft Project User Guide 2010 Free and Paid eBooks
 - Microsoft Project User Guide 2010 Public Domain eBooks
 - Microsoft Project User Guide 2010 eBook Subscription Services
 - Microsoft Project User Guide 2010 Budget-Friendly Options
6. Navigating Microsoft Project User Guide 2010 eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Project User Guide 2010 Compatibility with Devices
 - Microsoft Project User Guide 2010 Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project User Guide 2010
 - Highlighting and Note-Taking Microsoft Project User Guide 2010
 - Interactive Elements Microsoft Project User Guide 2010
8. Staying Engaged with Microsoft Project User Guide 2010

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Project User Guide 2010
- 9. Balancing eBooks and Physical Books Microsoft Project User Guide 2010
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project User Guide 2010
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project User Guide 2010
 - Setting Reading Goals Microsoft Project User Guide 2010
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project User Guide 2010
 - Fact-Checking eBook Content of Microsoft Project User Guide 2010
 - 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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