

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 an initial scheduling assignment are the calculation of each task.

1. Choose **PROJECT**, then **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. [Click] <v> 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 or the author's name.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project information, subphases 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 **LOG NETWORK**. 
- task costs, when it is calculated, choose **LOG RESOURCE COST**. 
- a month-at-a-glance view with tasks in horizontal bars, choose **LOG Gantt**. 
- who is working on each task and when, choose **TASK INFO**. 
- what resource is working on and when, choose **LOG RESOURCE**. 
- a histogram of a resource's workload, [Click] **LOG TIME**. 
- to switch between a regular Gantt chart or, with changing your plan or timeline against actual results, [Click] **VIEW** and choose **GANTT CHART** or **RESOURCE GANTT**.

Switching to an Unlinked View

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

Linking Changes

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

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 <v> or, press <Esc> to discard all entry. <Enter> is configured for down-down one row.

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] <v> to increase or decrease the value. Or, to enter a minimum, enter a duration of zero. Or, if the duration cannot be calculated, enter explicitly first such as "flat" or "unknown" (does not work 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, and 24 for minutes).
 - To enter an estimated duration add a question mark (?)
3. Press <Enter>.

Using Automatic Scheduling

Typical work task dependencies, resource constraints, and the project calendar to automatically adjust task dates, include the **Tasks** > **Usually Scheduled** feature. Before entering tasks, or to set the default:

1. [Click] <v> in the **Tasks** bar, 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 <v> or press <Ctrl>+<v>.

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then <v> or press <Ctrl>+<v>.

Changing Data in One or More Rows

1. Select one or more of resources or tasks.
2. Choose **VIEW**, then **INFO** or **RESOURCE**, then **INFO** or **RESOURCE**. Or, [Click] **DATA** in task or resource row or press <Ctrl>+<v>.
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 **BLANK**. Or, to enter blank rows, press <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 <Delete>.

Zooming in a View

As views with a time 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>+<v> or <Ctrl>+<v>.

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>+<v> 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 follow to right will receive the data. 
2. [Click] the **Fill Handle** (row or right).

Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS**, **FORMAT**.
 - To show or hide the critical path, choose **Format**. 
 - To show or hide start times, choose **Format**. 
 - To show or hide dependency lines, choose **FORMAT**. 

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+V, or Choose TASK > FORMAT > FORMAT
To do first or last row of sheet	Ctrl+H or Ctrl+L
Go to selected column	Home

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Microsoft Project 2010 Instruction Manual:

The Top Books of the Year Microsoft Project 2010 Instruction Manual The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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Table of Contents Microsoft Project 2010 Instruction Manual

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

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