

Project 2010 Screen



The Fundamentals

- **To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- **To Create a Project from a Template:** Click the **File** tab on the Ribbon 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 <Ctrl> + <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** tab on the Ribbon and click the **Update Project** button in the Status group.
- **To Set the Status Date:** Click the **Project** tab 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** tab 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 **OK**.
- **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 arrow in the Zoom group. Or, change the options in the Timescale dialog box.
- **To Adjust the Zoom Level:** Click and drag the **Zoom Slider** 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 Task:** 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 status bar 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.

Gantt 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 Diagram: Displays a sequence or logic diagram that shows the project's tasks and dependencies.

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 view.

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.

Timeline: Displays a list of tasks with a baseline schedule and Gantt bars.

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

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

Keyboard Shortcuts

| | |
|------------------------------|-------------------------|
| Task or Resource Information | <Shift> + <F2> |
| Assign Resources | <Alt> + <F10> |
| Help | <F1> |
| View Context-Sensitive Help | <Shift> + <F1> |
| Go To Selected Task | <Ctrl> + <Shift> + <F5> |
| Link Selected Task | <Ctrl> + <F2> |
| Unlink Selected Task | <Ctrl> + <Shift> + <F2> |
| Zoom In | <Ctrl> + <+> |
| Zoom Out | <Ctrl> + <-> |

Microsoft Project 2010 Reference Card

M Carnoy



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Table of Contents Microsoft Project 2010 Reference Card

1. Understanding the eBook Microsoft Project 2010 Reference Card
 - The Rise of Digital Reading Microsoft Project 2010 Reference Card
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2010 Reference Card
 - 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 Reference Card
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2010 Reference Card
 - Personalized Recommendations
 - Microsoft Project 2010 Reference Card User Reviews and Ratings
 - Microsoft Project 2010 Reference Card and Bestseller Lists

5. Accessing Microsoft Project 2010 Reference Card Free and Paid eBooks
 - Microsoft Project 2010 Reference Card Public Domain eBooks
 - Microsoft Project 2010 Reference Card eBook Subscription Services
 - Microsoft Project 2010 Reference Card Budget-Friendly Options
6. Navigating Microsoft Project 2010 Reference Card eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Project 2010 Reference Card Compatibility with Devices
 - Microsoft Project 2010 Reference Card Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project 2010 Reference Card
 - Highlighting and Note-Taking Microsoft Project 2010 Reference Card
 - Interactive Elements Microsoft Project 2010 Reference Card
8. Staying Engaged with Microsoft Project 2010 Reference Card
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project 2010 Reference Card
9. Balancing eBooks and Physical Books Microsoft Project 2010 Reference Card
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project 2010 Reference Card
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Project 2010 Reference Card
 - Setting Reading Goals Microsoft Project 2010 Reference Card
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Project 2010 Reference Card
 - Fact-Checking eBook Content of Microsoft Project 2010 Reference Card
 - 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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