

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 on the right, click **BLANK TEMPLATE**, 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 start date to any RDP scheduling used as a baseline calculation of date time.

1. Choose **PROJECT**, then **PROJECT INFORMATION**. 
2. In the **SCHEDULE FROM** option, click **PROJECT START DATE**.
3. Enter the corresponding **START DATE**, and, if necessary, enter the date format in **Format** in the **Window**, **Control Panel** settings, **date** in **intl.cpl**. Click **OK** 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, click **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 **PREDECESSOR**. 
 - staff, costs, and a predecessor, choose **DETAILED SHEET**. 
 - a weekly schedule view with **MS Project** for detailed data, choose **Calendar**. 
 - when working on a task, and when, choose **TASK USAGE**. 
 - when resources are working on activities, choose **RESOURCE USAGE**. 
 - a resource's resources involved, click **RESOURCES**, and choose **RESOURCE GRAPH**. 
 - to search between a project Gantt chart and showing a list of all tasks and their related results, click **GO TO**, then click **GO TO GANTT CHART** or **GO TO TASK**. 

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 **OK**. 

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, if you press **Enter** to display an entry, **Enter** is configured to those data and task.

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. Select 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 calculation and add a sign).
 - To enter an elapsed duration, use the letter "E". (For task **Task1**, elapsed days)
 - Enter the appropriate unit code (D for days, W for weeks, D for days, 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 as task dates, choose the **Task 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**.

Forecasting tasks

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

Unlinking Tasks

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

Changing Data in One or More Rows

1. Select a row or rows of resources or tasks. 
2. Choose **TASK**, then **INFORMATION** or choose **RESOURCE**, then **INFORMATION**. Or, (Double Click) a task or resource name in project cell of **D3**.
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, first, with duration "1 day", choose **TASK**, then **TASK**. Or, choose **Blank**, **Task**, or press **Alt+Tab**. 

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 in the place to insert. 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 or check  **critical path**.
 - To show or hide duration, check or check  **duration**.
 - To show or hide dependency lines, check or check  **dependency**. Or, click **LINKS**, then  **LINKS**, adjust the **LINKS** setting, and click **OK**. 

Selecting Rows

Now select rows. Click the first row or cell, press **Ctrl+Shift**, click  or down arrow. Click on a column heading, such as **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 Ctrl+F5 , or Ctrl+F5 , or Ctrl+F5
Go to last task row of sheet	Ctrl+Shift+End
Go to bottom of column	Home

Microsoft Project User Manual 2010

Manoel Veras



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Microsoft Project 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report

Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports

PRINCE2 2009 Planning and Control Using Microsoft Project 2010 Paul E. Harris, 2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project 2010 and how the software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

Altova® DatabaseSpy 2010 User & Reference Manual, *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

Outlook on the Web Training Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder

Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

Altova® MapForce® 2012 User & Reference Manual ,

Computers Today & Tomorrow □ 8 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD [Project Management Absolute Beginner's Guide](#) Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special

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Handbook on Project Management and Scheduling Vol. 2 Christoph Schwindt,Jürgen Zimmermann,2015-01-13 Due to the increasing importance of product differentiation and collapsing product life cycles a growing number of value adding activities in the industry and service sector are organized in projects Projects come in many forms often taking considerable time and consuming a large amount of resources The management and scheduling of projects represents a challenging task and project performance may have a considerable impact on an organization s competitiveness This handbook presents state of the art approaches to project management and scheduling More than sixty contributions written by leading experts in the field provide an authoritative survey of recent developments The book serves as a comprehensive reference both for researchers and project management professionals The handbook consists of two volumes Volume 1 is devoted to single modal and multi modal project scheduling Volume 2 presents multi project problems project scheduling under uncertainty and vagueness managerial approaches and a separate part on applications case studies and information systems

Instantteam Foundation Server 2012 and Project Server 2010 Integration How-To Gary P. Gauvin,2013-01-01 Filled with practical step by step instructions and clear explanations for the most important and useful tasks Get the job done and learn as you go A how To book with practical recipes accompanied with rich screenshots for easy comprehension The How to style is a very practical book which will take the reader through the process of garnering a basic understanding of TFS and Project Server with practical tutorials and recipes This book is for users who want to integrate TFS 2012 and Project Server 2010 Readers are expected to know some basic Windows Server commands and account management and have administrative access to the servers being configured

Project Management Greg Horine,2013 Guides beginners through the basics of project management covering all aspects

of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes

MS Office and Internet Applications Mr. Rohit Manglik, 2024-03-05 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels

Making Effective Business Decisions Using Microsoft Project Advisicon, Tim Runcie, Doc Dochtermann, 2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project

Superfast Computer Course Mrinal Talukdar, 2016-01-01 Dive into the world of technology and master the art of computing with Superfast Computer Course by Mrinal Talukdar Whether you re a beginner looking to develop basic skills or an advanced user seeking to enhance your knowledge this comprehensive guide has everything you need to become proficient in computing Embark on a journey of learning and discovery as Mrinal Talukdar takes you through the fundamentals of computer science with clarity and precision From understanding the basics of hardware and software to mastering essential productivity tools and programming languages this course covers all the essential concepts and techniques you need to know to excel in the digital age Throughout Superfast Computer Course readers will encounter a wealth of practical exercises real world examples and hands on projects designed to reinforce learning and foster skill development Whether you re learning to navigate the Windows operating system mastering Microsoft Office applications or delving into the world of coding and programming this course offers a dynamic and engaging learning experience for users of

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SharePoint 2010 Field Guide Steven Mann,Colin Murphy,Pablo Gazmuri,Chris Caravajal,Christina Wheeler,2012-01-31 Hands on solutions for common SharePoint 2010 challenges Aimed at the more than 100 million licensed SharePoint 2010 users this indispensable field guide addresses an abundance of common SharePoint 2010 problems and offers proven solutions A team of authors encourages you to customize SharePoint beyond the out of the box functionality so that you can build more complex solutions to these challenges You ll discover intricate details and specific full scale solutions that you can then implement to your own SharePoint 2010 solutions Tackles a variety of SharePoint 2010 problems ranging from simple to complex and offers sound solutions Details the SharePoint object model reviews site provisioning solutions and explores scalable applications Looks at UI design and branding visual web parts and PowerShell Discusses custom global navigation field types content types and list templates SharePoint 2010 Field Guide provides you with the right direction for building solutions to SharePoint 2010 problems

ARDUINO PROJECT FOR ENGINEERS Neerparaj Rai,2018-05-31 [Altova® XMLSpy® 2013 User & Reference Manual](#) , *Arquitetura de Nuvem* (AWS) Manoel Veras, A computa o de nuvem oferece in meros benef cios incluindo elasticidade pagamento pelo uso efetivo dos recursos infraestrutura de autosservi o e automa o baseada em APIs Ela permite que as organiza es tenham DATACENTERS automatizados e paguem somente por aquilo que utilizam A plataforma utilizada para o desenho da

arquitetura a Amazon Web Services AWS que abordada em detalhes e de forma estruturada A pr pria Amazon utiliza a arquitetura AWS para operar um dos maiores varejos online do mundo Empresas como Shell Samsung NASA The New York Times Grupo P o de A car Gol Linhas A reas e SulAm rica Seguros j desfrutam dos benef cios da computa o de nuvem e estabeleceram novas arquiteturas orientadas pela demanda O livro traz uma abordagem sobre a constru o de um DATACENTER utilizando a Arquitetura De Nuvem e a estrat gia adotada foi estrutur lo em tr s grandes partes Aspectos B sicos com conceitos infraestrutura precifica o identidade e acesso Servi os de Infraestrutura sobre os servi os de computa o armazenamento rede banco de dados e gerenciamento e Aspectos Avan ados cobrindo desenho da arquitetura governan a seguran a e continuidade

Altova® XMLSpy® 2012 User & Reference Manual , *AutoCAD 2013 and AutoCAD LT 2013 Bible* Ellen Finkelstein,2012-06-14 The bestselling guide to AutoCAD fully updated for the 2013 version AutoCAD the number one architectural drawing software can be challenging to learn This comprehensive guide has sold more than 160 000 copies in previous editions and is the go to resource for architects engineers drafters interior designers and space planners who need to learn and use AutoCAD and AutoCAD LT From the basics of creating drawings and using commands to 2D and 3D drawing techniques using layers rendering and customizing the program this book covers it all A Quick Start guide allows even newcomers to create an actual drawing on their very first day Expert AutoCAD author Ellen Finkelstein presents more than 150 tutorials illustrated with real world drawings from AutoCAD pros The companion website includes before and after drawings bonus chapters video tutorials and more The comprehensive soup to nuts reference that even some Autodesk employees keep on their desks Covers AutoCAD and AutoCAD LT in complete detail from using the interface and commands to customizing and programming AutoCAD with AutoLISP and VBA Begins with a Quick Start guide to help novices create a real drawing on their first day with the program Covers creating drawings using commands and specifying coordinates working with complex 2D and 3D drawing techniques using layers and creating dimensions 3D coordinates solids and rendering Discusses customizing commands and toolbars and programming AutoCAD with AutoLISP and VBA Includes a companion website with bonus content video tutorials and before and after drawings AutoCAD 2013 and AutoCAD LT 2013 Bible is the comprehensive one stop AutoCAD resource for newcomers and veterans alike

Embracing the Beat of Term: An Psychological Symphony within **Microsoft Project User Manual 2010**

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