

# Project 2007

## Creating a Basic Project

### Starting a New Project

1. Create a new file:  
Choose **FILE, NEW**, then choose a **BLANK PROJECT** from the **NEW** section of the **NEW PROJECT** task pane, or a specific template from **TEMPLATES** section.  
Or  
[Click] , 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 project start date to use **AGAP** scheduling and permit the calculation of slack time.

1. Choose **PROJECT, 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. Use the pop-up to select valid dates.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

### Describing a Project

1. Choose **FILE, PROPERTIES**.
2. [Click] the **SUMMARY** tab.
3. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
4. Enter name of the project manager in the **AUTHOR** field.
5. Enter your **COMPANY** and **MANAGER** names.
6. Enter a description, including project definition, deliverables and special constraints in the **COMMENT'S** field. Press <Enter> to start a new line. [Click] **OK**.

### Switching to a Different View

1. Ensure that the View Bar is visible. If necessary, choose **VIEW, TASK BAR**.
2. [Click] the preferred icon. To see:
  - tasks on a time-scale with associated resources, choose **GANTT CHART**.
  - or change task dependencies or precedence, choose **NETWORK DIAGRAM**.
  - or change staff, costs, who is overloaded, choose **RESOURCE SHEET**.
  - a month-at-glance view with tasks as horizontal bars, choose **CALENDAR**.
  - who is working on each task and when, choose **TASK USAGE**.
  - what a resource is working on and when, choose **RESOURCE USAGE**.
  - a histogram of a resource's workload, choose **RESOURCE GRAPH**.
  - your plan or baseline against actual results, choose **TRACKING GANTT**.

### Switching to an Unlisted View


1. Choose **VIEW, MORE VIEWS** or [Click] the **MORE VIEWS** icon in the View Bar.
2. Select the view and [Click] the **APPLY** button.

### Undoing Changes

Choose **EDIT, UNDO**, [Click] , or press <Ctrl+Z>. By default you can undo 20 steps.  
To redo a step, [Click] .



### Using Project Guides

Learn about the software as you work. Receive advice, direction, and tips in the Project Guide pane.

1. Turn on the Project Guide toolbar. If necessary, by choosing **INDEX, TURN ON PROJECT GUIDE**.
2. [Click] the Show/Hide Project Guide button  if necessary.
3. [Click] a topic, such as **TASKS** or **RESOURCES**.
4. Read the instructions and help.
5. When done, choose **VIEW, TASKS OR PROJECT GUIDE**.

### Entering Task Information in a Sheet

Enter tasks in approximate chronological order:

1. Move to or [Click] a blank cell in the **TASK NAME** column.
2. Type a brief description of the task.
3. Press the <Enter> or <Down Arrow> key, or [Click]  to complete an entry; press <Esc> or [Click] the  to discard an entry. The <Enter> key may be configured to move down one row.

### Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. Initially consider this time as if only one person is available. (Duration units are MD for months, H for hours, D for days (assumed), H for hours and M for minutes.)

1. Select the **DURATION** field for a task.
2. Enter a value or [Click] spin controls to increase or decrease the value. To create a milestone, enter a duration of zero.
  - The letter "F" can be used for an elapsed duration (F ed).
  - Enter appropriate unit codes (see above).
  - A question mark (?) can be used for an estimated duration (E st).
3. Press <Enter>.

### Sequencing All Tasks Quickly


Project can compute the start and finish date of each task if you associate them with one another, or link them. Every task should be linked.

1. Select the tasks to sequence.
2. Choose **EDIT, LINK TASKS**, [Click] the Link Tasks button , or press <Ctrl+F2>.

### Unlinking Tasks

1. Select the tasks to unlink.
2. Choose **EDIT, UNLINK TASKS** or [Click] the Unlink Tasks button .

### Changing Data in One or More Rows

1. Select a row or rows.
2. Choose **PROJECT, TASK INFORMATION**, or **PROJECT, RESOURCE INFORMATION**, or [Click] .  
Alternatively, [Double Click] a single task or resource row or press <Shift+F2>.
3. [Click] the preferred tab. Apply changes in the appropriate fields. [Click] **OK**.

### Inserting or Deleting Rows

1. Select a row or rows.
1. Choose **INSERT, NEW TASK** or **NEW RESOURCE** or press the <Insert> key.  
Or  
1. Choose **EDIT, DELETE TASK** or **DELETE RESOURCE** or press the <Delete> key.

### Zooming in a View

In views with a time scale, you can expand or compress time. Compressing or zooming out is often necessary to fit a large project on fewer sheets of paper. Warning: Zooming in the Network Diagram does not affect printing scale.

- Move down: [Click] , or press <Ctrl+V>
- Move away: [Click] , or press <Ctrl+W>

### Moving or Copying Items

1. [Click] a row number or [Drag] across row numbers.
2. [Drag] the selection by the edge, up or down until the last scroll insertion point is in the correct location. To copy, press and hold <Ctrl> while [Dragging].

### Copying Data to Adjacent Cells

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

1. Select the top or 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

The Gantt Chart Wizard guides you through the steps of customizing a Gantt Chart. You can show or hide the critical path, resource names, dates, dependency lines, and so on.

1. Choose **FORMAT, GANTT CHART WIZARD**, or [Click] the Gantt Chart Wizard button .
2. Follow the steps in the Wizard.
3. [Click] **FORMAT IF**, [Click] **NOT VISIBLE**.

### Setting the Calendar


The default calendar schedules people to work 8:00am to 5:00pm from Monday to Friday. If nothing else, you should enter country and company holidays.

1. Choose **TOOLS, CHANGE WORKING TIME**.
2. Use the vertical scroll bar or <Page Up> and <Page Down> keys to select the month.
3. [Click] on the day. If unsure of the exact day when a holiday will fall, choose any day, then change it later.
4. [Click] the **EXCEPTIONS** tab, if necessary.
5. [Click] the next available empty **DATE** cell.
6. Type the name of the holiday and press <Enter>.
7. For annual holidays, select the holiday, and [Click] the **DETAILS** button. Adjust the **REFERENCE DATE** as needed and [Click] **OK**.
8. [Click] the **WORK WEEKS** tab.
9. [Click] the **DETAILS** name, if necessary, and [Click] the **DETAILS** button.
10. [Drag] from the **WEEKDAY** through **WEEKEND** headings to select all days of the week for all time.
11. Change the start, finish, and finish times in the **FROM** and **TO** fields to reflect when work will normally be done in a day. [Click] **OK**. [Click] **OK** again.

### Selecting Rows

Non-adjacent rows: [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	Alt+Home
Show end of project	Alt+End
Go to start of selected task	Shift+Ctrl+P or [Click] 
Go to first row of sheet	Ctrl+H
Go to last row of sheet	Ctrl+L
Go to leftmost column	Home

# Microsoft Project 2007 Guide

**Elaine Marmel**



## **Microsoft Project 2007 Guide:**

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## **Table of Contents Microsoft Project 2007 Guide**

1. Understanding the eBook Microsoft Project 2007 Guide
  - The Rise of Digital Reading Microsoft Project 2007 Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2007 Guide
  - 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 2007 Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2007 Guide



- Personalized Recommendations
- Microsoft Project 2007 Guide User Reviews and Ratings
- Microsoft Project 2007 Guide and Bestseller Lists
- 5. Accessing Microsoft Project 2007 Guide Free and Paid eBooks
  - Microsoft Project 2007 Guide Public Domain eBooks
  - Microsoft Project 2007 Guide eBook Subscription Services
  - Microsoft Project 2007 Guide Budget-Friendly Options
- 6. Navigating Microsoft Project 2007 Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Project 2007 Guide Compatibility with Devices
  - Microsoft Project 2007 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Project 2007 Guide
  - Highlighting and Note-Taking Microsoft Project 2007 Guide
  - Interactive Elements Microsoft Project 2007 Guide
- 8. Staying Engaged with Microsoft Project 2007 Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Project 2007 Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2007 Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Project 2007 Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2007 Guide
  - Setting Reading Goals Microsoft Project 2007 Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2007 Guide

- Fact-Checking eBook Content of Microsoft Project 2007 Guide
  - 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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