

# 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 **NEW PROJECTS** task pane, click **PROJECT**, choose a project template, then click **OK**. (To choose a project template, click the **OFFICE.COM** **TEMPLATES** button, and click **DOWNLOADED**.) 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** (or **FILE** > **PROJECT** > **SCHEDULE** > **FROM** option in **PROJECT START DATE**).
2. Enter the **SCHEDULE FROM** option in **PROJECT START DATE**.
3. Enter the **SCHEDULED START DATE**, and, if necessary, enter the date format in **Format** in the **Window**, **Control Panel** settings, **date** in **Microsoft**, 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 **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES**.
2. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
3. Enter your **COMPANY** and **MANAGER** names.
4. 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 **WEEK** as the default basis, choose **WEEK**.
  - network planning, enter a task and when, choose **TASK USAGE**.
  - when resources are working on activities, choose **RESOURCE USAGE**.
  - a resource's resources, choose **RESOURCE**, and choose **RESOURCE**.
  - resource between a project Gantt chart and a resource view, choose **RESOURCE** and choose **GANTT CHART** or **RESOURCE**.

## Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow (v) from any of the **TASK VIEWS** or **RESOURCE VIEWS** and choose **MORE VIEWS**.
2. Select the view and click **APPLY**.

## Undoing Changes

Click **UNDO** in **PROJECT** or **VIEW** to undo the last change. To redo changes, click **REDO**.

## Entering Task Information in a Sheet

Enter task information in the appropriate column and enter:

1. Move to the **TASK** column, enter the **TASK NAME**.
2. Type a description of the task.
3. Press **Enter** or, if you prefer, **Enter** to display an empty **TASK** in the column to the right.

## 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. Be shown as to end:

1. Select the **DURATION** field for a task.
2. Enter a value or click **UNDO** to remove or decrease the value. Or, to create a calculation, enter a duration of days. Or, if the duration is not to be completed, enter a calculation such as "100" or "1000000" (or not work with a calculation and a calculation).
3. To enter an elapsed duration, use the letter "E" (e.g., "100E" or "1000000E").
4. To enter a duration in units of time (e.g., "100H" or "100M" or "100D" for hours, minutes, and seconds), use the letter "H", "M", or "S" (e.g., "100H" or "100M" or "100S").
5. 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 **Task** **Manually Scheduled** feature. **Before entering tasks, or to set the default:**

1. Click **FILE**, then **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES**.
2. Choose **TASK**, then **MANUALLY SCHEDULE** or **UNMANUALLY SCHEDULE**.

## Formatting tasks

1. Select the task.
2. Choose **TASK**, then **APPLY SCHEDULE**.

## Sequencing Tasks Quickly

Project can sequence the start and finish dates of each task, if you connect them with a predecessor (line item). Every task should be linked.

1. Select the task to sequence.
2. Choose **TASK**, then **APPLY SCHEDULE**.

## Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then **UNLINK**.

## Changing Data in One or More Rows

1. Select the row or rows of resources or tasks.
2. Choose **TASK**, then **CHANGE INFORMATION** or **CHANGE RESOURCE**, then **CHANGE INFORMATION**. Or, if you prefer, click **UNDO** to undo the change.
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 the task entry row.
3. To enter a task, click the duration, "1 day", choose **TASK**, then **INSERT**. Or, to enter a task, click the duration, "1 day", choose **TASK**, then **INSERT**.

## Deleting Rows

1. Select a row to delete.
2. Click the row number in the task view, then **DELETE** and choose **DELETE**. Or, to delete the row, press **Ctrl+Delete**.

## Zooming in a View

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

1. Use the zoom slider in the task view.

## Zooming in a View

To zoom in a view, press **Ctrl+Z** or **Ctrl+Y**.

## Moving or Copying Rows

1. Select a row or rows.
2. Click **MOVE** or **COPY** in the task view. To copy, press **Ctrl+V** or **Ctrl+C** in the task view.

## Copying Data to Adjacent Cells

1. Select the task in the task view that contains data to be copied. The cells below or to the right of the data.
2. Click **MOVE** or **COPY** in the task view.

## Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS: FORMAT**.
  - To show or hide the critical path, check or uncheck **CRITICAL PATH**.
  - To show or hide the task name, check or uncheck **TASK NAME**.
  - To show or hide dependency lines, check or uncheck **DEPENDENCY LINES**.

### Selecting Rows

Now select rows. Click the first row or cell, press **Ctrl+Shift**, and click the last row or cell. Or, to select all rows, click **ALL ROWS**.

### 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+S, or Click <b>TASK</b> > <b>GO TO TASK</b>
Go to last task of selected task	Shift+Ctrl+End
Go to first task of selected task	Alt+Home

# Microsoft Project User Guide 2010

**Dale A. Howard, Gary L. Chefetz**



## **Microsoft Project User Guide 2010:**

*Microsoft Project 2010 Quick Reference Guide* Beezix, Inc Staff, 2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **Planning And Scheduling Using Microsoft Project 2010 P.** Harris, 2010-11 A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in MS Project 2010 and discover how to get the most out of the software up to an intermediate level in a single project environment using Standard or Professional versions It is designed to teach project management professionals in any industry how to use MS Project and is both suitable for existing users of the old version or new users Altova® DatabaseSpy 2010 User & Reference Manual , EBOOK: Using Information Technology Complete Edition Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition Project 2010 For Dummies Nancy C. Muir, 2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and

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Service Robotics within the Digital Home Ignacio González Alonso, Mercedes Fernández, José M. Maestre, María del Pilar Almudena García Fuente, 2011-06-27. This book provides the reader with a clear and precise description of robotics and other systems for home automation currently on the market and discusses their interoperability and perspectives for the near future. It shows the different standards and the development platforms used by the main service robots in an international environment. This volume provides a scientific basis for the user who is looking for the best option to suit his or her needs from the available alternatives to integrate modern technology in the digital home.

Windows 7 Resource Kit Mitch Tulloch, Tony Northrup, Jerry Honeycutt, Ed Wilson, 2009-10-07. In depth and comprehensive, this official RESOURCE KIT delivers the information you need to administer Windows 7 in the enterprise. You get authoritative technical guidance from those who know the technology best: Microsoft Most Valuable Professionals (MVPs) and the Windows 7 Team, along with hundreds of scripts and other essential resources on CD. Get expert guidance on how to Apply best practices for using Microsoft Deployment Toolkit, Plan user state migration, test application compatibility, manage update, Manage Group Policy Objects using Windows PowerShell, Administer Windows Firewall and Windows BitLocker, Implement IPsec, IPv6, wireless and VPN connectivity, Install and configure printers, devices and services, Manage disks, file systems, storage and data security, Administer search and indexing with Group Policy, Diagnose and resolve startup, hardware and networking issues. CD FEATURES: Nearly 200 Windows PowerShell scripts created specifically for this book, customize to administer your environment, Windows 7 Resource Kit PowerShell Pack, 700 cmdlets and functions to extend Windows in-box functionality, Links to author Web sites, Sample chapters from Microsoft Press books, Fully searchable eBook. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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*Healthcare Management* Walshe, Kieran,Smith, Judith,2011-09-01 This provides a comprehensive research based introduction to healthcare management The book takes an international perspective and draws links between

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Project Management of Large Software-Intensive Systems Marvin Gechman, 2019-03-11 The book describes how to manage and successfully deliver large complex and expensive systems that can be composed of millions of lines of software code being developed by numerous groups throughout the globe that interface with many hardware items being developed by geographically dispersed companies where the system also includes people policies constraints regulations and a myriad of other factors It focuses on how to seamlessly integrate systems satisfy the customer's requirements and deliver within the budget and on time The guide is essentially a shopping list of all the activities that could be conducted with tailoring guidelines to meet the needs of each project

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**Whats New Study Guide to Microsoft Project 2010** focuses only on new and changed features and behaviors

**Project 2010 For Dummies** Nancy C. Muir, 2010-04-13 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you'll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010

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**Identity Problems in the Facebook Era** Daniel Trottier, 2013-11-12 How

have new social media altered how individuals present themselves What dilemmas have they introduced In the age of Facebook Twitter and other forms of instant communication individuals are losing or relinquishing control over their personal information Trottier provides a trenchant analysis of the paradoxes of privacy and the presentation of self in the early 21st century This book is ideal for courses in Sociology Media Studies and Communication



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