

Project 2010 Creating a Basic Project



Starting a New Project

Project automatically starts with a blank project, or a recently opened one.

1. Choose **FILE**, then **NEW**.
2. Click **BLANK PROJECT** at the top row of **RECENT TEMPLATES** and click **CREATE**. Or choose a specific template from the **OFFICE.COM** **RECENT TEMPLATES** 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 project start date to allow RSP scheduling against a fixed calculation of clock time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** OR .
2. In the **SCHEDULE FROM** option, select **PROJECT START DATE**.
3. Enter the corresponding **START DATE**, and, if necessary, **Time**. The date location is found on the Windows Control Panel settings, usually **time\date**. Click  to select a valid date.
4. When the necessary change is made, or changing the **CURRENT DATE & STATUS DATE**, click **OK**.

Describing a Project

1. Choose **FILE**, **INFO**.
2. On the right, select **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES** .
3. Click the **SUMMARY** tab.
4. Review the 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 **PROJECT MANAGER** and **MANAGER** names.
7. Enter a description, including scope of definition, deliverables and special conditions in the **COMMENTS** field. Press **ENTER** to create another. Click **OK**.

Switching to a Different View

1. Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To view:
 - task data in a timescale with a combined resource view, choose **GANTT CHART** .
 - task dependencies as an arrow diagram, choose .
 - staff, costs, rates, as an arrow diagram, choose .
 - a resource sheet to view with a link to the central base, choose .
 - action planning, enter its tasks, and values, choose **TASK USAGE** .
 - when resources are entering on activities, choose .
 - a resource activity summary, available, click  and choose **RESOURCE GRAPH**.
 - to search between a regular Gantt chart view, and showing a calendar or bar chart as an alternative, click  (or ), then click **VIEW GANTT CHART** or **RESOURCE GRAPH**.

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 **CTRL+ENTER**.

Undoing Changes

Click  or press **CTRL+Z**. By default you can undo 20 steps. To redo changes, click .


Entering Task Information in a Sheet

Enter tasks in approximately ordered sequence.

1. Move to row **(Task)** in sheet, set in row **TASK NAME** column.
2. Type value of description of the task.
3. Press **ENTER** or **tab** key, press **ENTER** to clear an empty column. It is 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. Instantly consider this task as a single day, person, and task. Be shown as to any:

1. Look at the **DURATION** field for a task.
2. Enter a value or click  to increase or decrease the value. Or to create a taskbar, enter a duration of zero. Or if the duration is correct, be on the task enter cell an empty field or click **TEXT** or **UNDO** (if any) not work with a taskbar automatically adding a task.
 - To enter an elapsed duration use the letter **E** (e.g. **text** for 1 second elapsed).
 - Grant the appropriate unit code (W for weeks, D for days, H for hours, and M for minutes).
 - To enter an elapsed duration with a question mark, **?**.
3. Press **ENTER**.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to be automatically set and tasks set, choose the **Task Manager** **Scheduling** feature in **Before entering tasks, or to set the default**.

Click  in the **Task Bar**, and choose **WITH SCHEDULING**.

Or

Choose **TASK**, **PROJECT**, **COMPUTE TO SCHEDULE** or **MANUALLY SCHEDULE**.

Forgetting tasks

1. Select the task(s).
2. Choose **TASK**, then **DELETE SCHEDULE** .

Sequencing Tasks Quickly

Project can save the dependencies and link dates of each task, if you can enter them with one method (flow, float). 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(s) to unlink.
2. Choose **TASK**, then  or press **CTRL+Shift+F2**.

Changing Data in One or More Rows

1. Select a row in row of resources or tasks.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or (Double Click) a task or resource row or press **CTRL+F2**.
3. Click the preferred tab. Apply changes in the appropriate fields. **OK** .

Inserting a Task

1. Activate a task-based view, such as **Gantt Chart**.
2. Select a row. Or to enter a task to a task, select a task entry row.
3. To enter a task, task, with duration, "1 day", choose **TASK**, then **TASK** . Or use any blank task, press **ENTER**.

Deleting Rows

1. Select a row to remove.
2. To delete the row(s) in a task, choose **TASK**, then  and choose **DELETE TASK**. Or, to remove the row(s), press **DELETE**.

Zooming in a View

When with a task-based view, you can expand or compare 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 without, press **CTRL+Z**  or **CTRL+Y** .

Moving or Copying Rows





1. Select a row or rows.
2. **drag** one of the selected rows, up or down and left or right. A dashed border is in the line to location. To copy, press **CTRL+drag** until a dragging.

Copying Data to Adjacent Cells

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

1. Select the task(s) left and right 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 Task Format

1. Choose **GANTT CHART TASK FORMAT**.
 - To show or hide the critical path, check or check .
 - To show or hide activity lines, check or check .
 - To show or hide dependency lines, click **LINKS ON** . Adjust the **LINKS** settings, view .

Selecting Rows

Move selected rows. Click the first row or cell, press **CTRL+drag**. Or click selected 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 Home
Show end of project	All End
Go to start of selected task	Shift+CTRL+ or Click TASK SCROLL TO TASK 
Go to faster pace of sheet	Ctrl+Tab+Ctrl+ or
Go to different option	Home

Microsoft Project 2010 Quick Reference Guide

Liyong Dong



Microsoft Project 2010 Quick Reference Guide:

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 *Microsoft Project 2010 In Depth* QuantumPM, LLC, Scott Daley, 2011-01-31 This is the world s most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010 s reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2010 book you need **Planning and Scheduling Using Microsoft® Project 2010** Paul E. Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through

resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author's previous book It is designed to teach project management professionals how to use the software in a project environment *Dynamic Scheduling with Microsoft Project 2010* Rodolfo Ambriz, John White, 2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes **Planning and Control**

Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris, 2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book *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 **SharePoint 2010 User's Guide** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be

given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Microsoft Project 2010 Microsoft Official Academic Course, 2011-09-21 The most up to date features are covered for this latest Microsoft release Project 2010 You can be certain this book helps you introduce your students to the wide array of new features this powerful easy to use tool offers Learn about powerful new ways to help your students deliver their best work

Project 2013 in easy steps John Carroll, 2013-08-30 Microsoft Project has always been an excellent project planning scheduling and control tool Project 2013 continues the evolution of this product with the introduction of a simplified interface compatible with all other Office 2013 programs and a number of other enhancements Burndown charts a key requirement for agile project management together with a number of new data fields to support them New reporting features that let you create powerful colourful dynamic reports without exporting data to another program Improved out of box reports and better visuals Task paths to provide more options than the basic critical path Extended date support up to 2149 now that would be a very long project Backstage overhaul of the File functions makes it easier to find what you are looking for and provides a single location for opening and saving files to your computer the Web Project Server or syncing with a SharePoint site Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoft s latest version of this popular project management software Beginning with first principles the book sets out the right way to start a project and develop the project plan It shows you how to break a project down into tasks that can then be scheduled and allocated to resources These can then be tracked and controlled to completion It explains the different types of task dependencies and how to use them to make sure things happen when they are needed For medium to larger projects it shows you how to structure your project for success Projects are carried out by people and other resources and this book shows you how to allocate and control the human resources on your project tracking holidays vacations and other staff absences It also shows you how to track other resources and costs so that you can stay in full financial control of your project Finally viewing and communicating information about your project in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way Project 2013 in easy steps covers the standard and professional versions of the product and how they interface to Project Server and SharePoint server companion

products *PRINCE2 Planning and Control Using Microsoft Project* Paul E. Harris,2010 This book is primarily a Microsoft Project user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Office Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions *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 Toolk 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 issue 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 **Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition** Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw Teaching in Nursing and Role of the Educator, Third Edition Marilyn H. Oermann,Jennie C. De Gagne,Beth Cusatis Phillips,2021-02-04 All the information you need in one textbook This all inclusive text for Nurse Educators delivers comprehensive evidence based guidance on the essential components of teaching including learning theories teaching methods new technologies for teaching curriculum development evaluation and testing and accreditation The text delivers the full scope of knowledge necessary for novice and experienced faculty to become competent teachers in nursing This third edition features new content on the transition from clinician to educator There is also a new chapter on nursing professional development and teaching in clinical settings and updated teaching strategies for active learning clinical judgment and online teaching The text is designed to help educators prepare for the certification exams The text also addresses varied learning styles and how to accommodate them new developments in simulation standardized patients OSCEs clinical teaching interprofessional education and evidence based teaching New to the Third Edition Chapter on the transition from clinician to educator plus expanded content throughout on becoming a nurse

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Planning and Control Using Primavera P6 Paul E. Harris,2010 This book is a user guide and training manual written for Project Management Professionals who wish to learn how to set up a database and plan and control projects using Primavera P6 with or without Resources and Roles The book is aimed at 1 Project management companies who wish to run their own software training courses or provide their employees with an alternative text to the vendor supplied user manual This book may be customized to meet your requirements please contact the author for details This book is a PMI Approved course REPs may apply to have this course licensed to them 2 Training organizations requiring a training manual to run their own training courses 3 People who wish learn the software but are unable to attend a training course but find the software reference manual hard going This book is an update of the authors Primavera Version 6 2 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 7 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught Project 2013 Absolute Beginner's Guide Brian Kennemer,Sonia Atchison,2013-07-26

Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you ve never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner s guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master today s best project management techniques Use Project 2013 to solve many key project management problems Master Project s revamped interface from Start screen to Backstage Leverage Project 2013 s best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and

resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by integrating Project with SharePoint and Office Securely share project data with team participants and stakeholders Improve efficiency by customizing Project's interface to your needs Coherently manage complex project portfolios Extend project management to smartphones tablets and the cloud Brian Kennemer Microsoft MVP for Project and Project Server has worked with Project since 1997 He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years and has helped several Microsoft Partners design and deploy Project Server based systems Sonia Atchison has worked with Microsoft Project since 1999 In 2006 she joined Microsoft's writing team producing extensive help content videos and content for Office.com and TechNet

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's 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's Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

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 bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and qualities every project manager needs Lead projects don't just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects

Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school **A Practical Guide to Global Point-of-Care Testing** Mark Shephard OAM,2016-11 Point of care testing POCT refers to pathology testing performed in a clinical setting at the time of patient consultation generating a rapid test result that enables informed and timely clinical action to be taken on patient care It offers patients greater convenience and access to health services and helps to improve clinical outcomes POCT also provides innovative solutions for the detection and management of chronic acute and infectious diseases in settings including family practices Indigenous medical services community health facilities rural and remote areas and in developing countries where health care services are often geographically isolated from the nearest pathology laboratory A Practical Guide to Global Point of Care Testing shows health professionals how to set up and manage POCT services under a quality assured sustainable clinically and culturally effective framework as well as understand the wide global scope and clinical applications of POCT The book is divided into three major themes the management of POCT services a global perspective on the clinical use of POCT and POCT for specific clinical settings Chapters within each theme are written by experts and explore wide ranging topics such as selecting and evaluating devices POCT for diabetes coagulation disorders HIV malaria and Ebola and the use of POCT for disaster management and in extreme environments Figures are included throughout to illustrate the concepts principles and practice of POCT Written for a broad range of practicing health professionals from the fields of medical science health science nursing medicine paramedic science Indigenous health public health pharmacy aged care and sports medicine A Practical Guide to Global Point of Care Testing will also benefit university students studying these health related disciplines Fiscal Analysis of Resource Industries Ms.Oana Luca,Diego Mesa Puyo,2016-02-24 This manual introduces key concepts and methodology used by the Fiscal Affairs Department FAD in its fiscal analysis of resource industries FARI framework Proper evaluation of fiscal regimes for extractive industries EI requires economic and financial analysis at the project level and FARI is an analytical tool that allows such fiscal regime design and evaluation The FARI framework has been primarily used in FAD s advisory work on fiscal regime design it supports calibration of fiscal parameters sensitivity analysis and international comparisons In parallel to that FARI has also evolved into a revenue forecasting tool allowing IMF economists and government officials to estimate the composition and timing of expected revenue streams from the EI sector analyze revenue management issues including quantification of fiscal rules and better integrate the EI sector in the country macroeconomic frameworks Looking forward the model presents a useful tool for revenue administration practitioners allowing them to compare actual realized revenues with model results in tax gap analysis **Altova® DatabaseSpy 2010 User & Reference Manual** ,

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<https://staging.conocer.cide.edu/results/virtual-library/default.aspx/Impossible%20Parents.pdf>

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