

## 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

**John Paul Mueller**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

## **Microsoft Project 2010 Reference Card:**

**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

**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 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

**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

*Project 2010 Project Management* Robert Happy, 2010-07-15 The ideal on the job reference guide for project managers who use Microsoft Project 2010 This must have guide to using Microsoft Project 2010 is written from a real project manager s perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 certification Explains Microsoft Project 2010 the leading software tool for project managers Shows working project managers practical ways to use Project 2010 on the job Delves into project planning tracking reporting and project closure and explores best practices for all phases of planning Reveals new software features including tools that show what factors are affecting the schedule a what if scenario builder and how slippages affect other aspects of the project Follows processes and procedures from The Guide to Project Management Body of Knowledge PMBOK Fourth Edition Covers the skill set required for the MCTS Microsoft Project 2010 Managing Projects certification so you can use this book for exam prep This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 Managing Projects certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file PMBOK is a registered mark of the Project Management Institute Inc

Project Management ToolBox Russ J. Martinelli, Dragan Z. Milosevic, 2016-01-05 Boost your performance with improved

project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

**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 r Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project r 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 r Project with a logical presentation of the tool in the context of a PRINCE2 project scenario 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

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new features and then shows how to develop applications using them This book focuses on the practical which features does the developer need to know about immediately to gain the most value from Windows 7 The goal is to create a book that doesn't waste a lot of pages on fluff or features that the developer will never use The developer will be able to go to a particular chapter determine what a new technology requires to use and then use the sample application as a basis for moving applications to Windows 7 or to create new applications that use Windows 7 features Describes all the new user interface features and shows how to use them Demystifies the security features that Windows 7 provides Shows how to develop efficient applications that rely on 64 bit techniques and parallel processing Demonstrates the strength of Windows PowerShell and how to create applications for it

**Designs, Methods and Practices for Research of Project Management** Ms Beverly Pasion, 2015-05-28 Project management as a discipline has experienced near exponential growth in its application across the business and not for profit sectors This original authoritative guide provides both practitioner and student researchers with a complete guide to research practice on project management In Designs Methods and Practices for Research of Project Management Beverly Pasion has brought together original chapters from a veritable who's who of project management research including authors such as Harvey Maylor Christophe Bredillet Derek Walker Miles Shepherd Janice Thomas Naomi Brookes and Darren Dalcher The collection looks at research strategy management methodology techniques as well as emerging topics such as social network analysis The 38 chapters offer an international perspective with examples from a wide range of project management applications engineering construction mega projects high risk environments and social transformation Each chapter includes tips and exercises for the research student as well as a complete set of further references

**EBOOK: Using Information Technology Complete Edition** Brian Williams, 2012-03-16 **EBOOK Using Information Technology Complete Edition** [Open Enterprise Security Architecture O-ESA](#) Gunnar Petersen, Stefan Wahe, 2020-06-11 Information Security professionals today have to be able to demonstrate their security strategies within clearly demonstrable frameworks and show how these are driven by their organization's business priorities derived from sound risk management assessments This Open Enterprise Security Architecture O-ESA Guide provides a valuable reference resource for practising security architects and designers explaining the key security issues terms principles components and concepts underlying security related decisions that security architects and designers have to make In doing so it helps in explaining their security architectures and related decision making processes to their enterprise architecture colleagues The description avoids excessively technical presentation of the issues and concepts so making it also an eminently digestible reference for business managers enabling them to appreciate validate and balance the security architecture viewpoints along with all the other viewpoints involved in creating a comprehensive enterprise IT architecture

[Designing and Managing a Research Project](#) Michael Jay Polonsky, David S. Waller, 2018-10-03 Designing and Managing a Research Project A Business Student's Guide is a practical step by step guide that shows business students

how to successfully conduct a research project from choosing the topic to presenting the results The authors have applied their many years of experience in supervising student projects to provide examples of actual research problems and to offer practical solutions The inclusion of topics such as supervision group work and ethics and both qualitative and quantitative data analysis along with examples from real student research provide a unique perspective The new Fourth Edition includes broader types of student project examples such as an Economics thesis additional international business cases increased coverage of Questionnaire Design and Institutional Review Boards and an integrated case throughout the book on High Performance Shoes with supporting materials and data Additional resources including case studies PowerPoint slides and test bank are available on the authors website *Privacy Protection Measures and Technologies in Business Organizations: Aspects and Standards* Yee, George O.M.,2011-12-31 This book is a collection of research on privacy protection technologies and their application in business organizations Provided by publisher Uncovering Essential Software Artifacts through Business Process Archeology Perez-Castillo, Ricardo,Piattini, Mario G.,2013-10-31 Corporations accumulate a lot of valuable data and knowledge over time but storing and maintaining this data can be a logistic and financial headache for business leaders and IT specialists Uncovering Essential Software Artifacts through Business Process Archaeology introduces an emerging method of software modernization used to effectively manage legacy systems and company operations supported by such systems This book presents methods techniques and new trends on business process archeology as well as some industrial success stories Business experts professionals and researchers working in the field of information and knowledge management will use this reference source to efficiently and effectively implement and utilize business knowledge

*SharePoint 2013 Field Guide* Errin O'Connor,2014-05-27 Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It s like having a team of senior level SharePoint and Office 365 hybrid architectureconsultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from



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Modern Techniques for Successful IT Project Management Shang Gao, Lazar Rusu, 2015-01-31 Computer technology provides the opportunity for innovation and progress in the daily operations and initiatives of corporations Despite the positive elements of integrating technology into the workplace corporations continue to struggle with the challenges created by rapid technological advancements Modern Techniques for Successful IT Project Management brings together academic research and professional practice to examine the complexity of implementing technology into the structure and organization of a corporation s ventures This publication is an essential reference source for researchers professionals and upper level university students working in the fields of project management information systems and IT project management interested in the methodologies and research necessary to improve the impact of Information Technology

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