

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 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** (see Figure 1-2).
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 **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 **INFO**.
2. On the right, click **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES** (see Figure 1-3).
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** (see Figure 1-4).
 - task dependencies as a predecessor, choose **PREDECESSOR** (see Figure 1-5).
 - staff, costs, and a predecessor, choose **DETAILED SHEET** (see Figure 1-6).
 - a weekly schedule view with **MS Project** for critical tasks, choose **CRITICAL** (see Figure 1-7).
 - network timing, enter task and when, choose **TASK USAGE** (see Figure 1-8).
 - when resources are working on activities, choose **RESOURCE** (see Figure 1-9).
 - a resource's resources, click **RESOURCES** (see Figure 1-10), and choose **RESOURCE** (see Figure 1-11).
 - to search between a project Gantt chart and showing a list of all tasks and their dependencies, click **GO TO** (see Figure 1-12), and choose **GANTT CHART** or **TASKS TO TASK**.

Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow (see Figure 1-13) from any of the **TASK VIEWS** or **RESOURCE VIEWS** and choose **MORE VIEWS**.
2. Select the view and click **APPLY**.

Undoing Changes

Click **Ctrl+Z** or press **Ctrl+Z**. By default you can undo 20 steps. To undo steps, click **UNDO** (see Figure 1-14).

Entering Task Information in a Sheet

Enter task information in the appropriate column and enter:

1. Move to the **ID** column and enter the **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 **UNDO** to decrease or increase 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 "1000000" (don't worry about using automatic calculation).
- To enter an elapsed duration, use the letter "E" (e.g., 100E for 100 elapsed days).
- Enter a time period with unit code (M for months, W for weeks, D for days, H for hours, and M for minutes).
- To enter an elapsed duration with a question mark, use "E" (e.g., 100E).
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:**

1. Click **FILE**, then **INFO**, click **DATE**, and choose **AUTOMATIC SCHEDULE**.
- Or
- Choose **TASK**, then **UNDO**, then **AUTOMATIC SCHEDULE** or **MANUALLY SCHEDULE**.

Forecasting tasks

1. Select the task.
2. Choose **TASK**, then **AUTO SCHEDULE** (see Figure 1-15).

Sequencing Tasks Quickly

Project can calculate the start and finish date of each task, if you connect them with one another (see Figure 1-16). Every task should be linked:

1. Select the task to sequence.
2. Choose **TASK**, then **GO TO** (see Figure 1-17).

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then **GO TO** (see Figure 1-18).

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 2.
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, type with duration "1 day" or choose **TASK**, then **TASK** (see Figure 1-19), or choose **Blank**, **Task**, **press** **Ctrl+Enter**.

Deleting Rows

1. Select a row or rows.
2. To delete the row(s), click **TASK**, then **DELETE** (see Figure 1-20), and choose **DELETE**. Or, to remove the row(s), press **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** Gantt chart does not affect printing scale.

1. Use the mouse to change the status bar.

(Click) **Zoom** (see Figure 1-21).

Or, to zoom in/out, press **Ctrl+Z** (see Figure 1-22) or **Ctrl+Y** (see Figure 1-23).

Moving or Copying Rows

1. Select a row or rows.
2. (Drag) one 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** (see Figure 1-24).

Copying Data to Adjacent Cells

Task, 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. (Click) **Copy** (see Figure 1-25).
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** (see Figure 1-26).
 - To show or hide duration, check or check **CRITICAL** (see Figure 1-27).
 - To show or hide dependency lines, check or check **CRITICAL** (see Figure 1-28), adjust the **LINKS** setting.

Selecting Rows

Now select rows. (Click) the first row or cell, press **Ctrl+Shift**, and (Click) the desired row. 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+S, or Click TASK , then GO TO TASK (see Figure 1-29)
Go to first task row of sheet	Ctrl+Home
Go to bottom of sheet	Home

Microsoft Project User Guide 2010

**Advisicon, Tim Runcie, Doc
Dochtermann**



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 *Altova® DatabaseSpy 2010 User & Reference Manual* , **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 **EBOOK: Using Information Technology Complete Edition** Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition Project Management Tools and Techniques Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi **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

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Project Management Absolute Beginner's Guide Greg Horine, 2017-02-09

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