Project 2010 Creating a Basic Project

Starting a New Project

Project automatically starts with a blank project, or manually create one.
1. Choose FILE, then NEW.
2. Click BLANK PROJECT at the top level; or click TEMPLATES and click CREATE. Or, choose a specific template from the OFFICE.COM TEMPLATES section and click DOWNLOAD.

Or press <Ctrl>+N to quickly create a new, empty project file.

Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to take advantage of scheduling, and can modify a schedule at a later time.
1. Choose PROJECT, then 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; specify time AM/PM. Click the arrow 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, INFO.
2. On the right, select PROJECT INFORMATION, and choose ADVANCED PROPERTIES.
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 project definition, deliverables and special constraints 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 time scale with associated resources, choose GANTT CHART.
- Task dependencies or precedence, choose NETWORK DIAGRAM.
- Cost, work, or other accumulated information, choose RESOURCE SHEET.
- A month-long time scale with associated total bar, choose CALENDAR.
- Who is working on what, and when, choose TASK USAGE.
- When resources are working on which tasks, choose RESOURCE USAGE.
- A histogram of resources workload, click OTHER VIEWS and choose RESOURCE GRAPH.
- To switch between views or apply details charts, etc. showing the plan or list with a graphical view, choose VIEW, and choose GANTT CHART or TRACKING GANTT.

Switching to an Unlisted View

1. Choose VIEW, then the down arrow for any of the TASK VIEWS or RESOURCE VIEWS and click MORE VIEWS.
2. Select the view and click APPLY.

Undoing Changes

Click the Undo button to reverse the last default (you can undo 20 steps). To redo a step, Click Redo.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.
1. Move to or Click a sheet cell in the TASK NAME column.
2. Type a brief description of the task.
3. Press <Enter>, or use a press <Esc> to discard an entry. <Enter> 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. Installer consider this in amount of work one person available. The screen elements are:
1. Select the DURATION cell for a task.
2. Enter a value or Click to increase or decrease the value. Or, to amend a field, enter a duration of zero. Or if the duration cannot be completed enter a question mark next to a set of "fixed" or "unknown" (also postwork) when using automatic scheduling.
   - To enter an elapsed duration, use the letter "e" (e.g. 4ed for 4 elapsed days).
   - Enter the appropriate unit code (M for months, W for weeks, D for days (assumed), H for hours and M for minutes).
   - To enter an estimated duration with a question mark (?).
3. Press <Enter>.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to automatically adjust task dates, double the Tasks Manually Scheduled button.

Before entering tasks, or to set the default:
Click on the Tasks Bar, and choose AUTO SCHEDULED.
Or
Choose TASK, then AUTO SCHEDULE or MANUALLY SCHEDULE.

Rescheduling tasks:
1. Select the task.
2. Choose TASK, then AUTO SCHEDULE.

Sequencing Tasks Quickly

Project can compute the start and finish date of each task, if you assume linear with one another. Every task should be linked.
1. Select the tasks to sequence.
2. Choose TASK, then Link, or press <Ctrl>+F2.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose TASK, then Unlink, or press <Ctrl>+Shift+F2.

Changing Data in One or More Rows

1. Select the row or rows of resources or tasks.
2. Choose TASK, then INFORMATION or choose RESOURCES, then INFORMATION. Or, Double Click a task or resource row; or press <Shift>+F2.
3. Click the performed task. Apply changes in the appropriate fields. 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 a blank task with a duration "1 day?" choose TASK, then TASK Insert. Or, to enter a blank task, press <Insert>.

Deleting Rows

1. Select a row or rows.
2. To clear the contents of a row, choose TASK, then Delete. Or to move to the LISTS to remove the row(s), press <Delete>.

Zooming in a View

To view with a timescale, you can expand or compress the timescale to see more of the project or a fine a project on fewer printed pages. Note: Zooming in the Network Diagram does not affect printing scale.
- Use the zoom slider on the status bar.

To zoom to view, press <Ctrl> or zoom out <Ctrl>.

Moving or Copying Rows

1. Select a row or rows.
2. Drag one of the selected rows, up to a point at the horizontal movement pointer on the select a border. To copy, press and hold <Ctrl> while dragging.

Copying Data to Adjacent Cells

This is best applied in the RESOURCE SHEET view.
1. Select the row of cells or the row that contains data to be copied. The cells below and to the right will receive the data.
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/uncheck Critical Tasks.
   - To show or hide slack time, check/uncheck Slack.
   - To show or hide dependency lines, Click LAYOUT, adjust the LINK setting, and Click OK.

Microsoft Project 2010 Quick Reference Guide

Paul Harris

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 r 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 ManagementProfessionals who understand the PMBOK Guide Fourth Edition processesand wish to learn how to use Microsoft Project 2010 to plan and control theirprojects in a PMBOK Guide environment and discover how to gain the mostfrom the software The book is designed for users of earlier versions to upgrade their skills and fornew planners to learn the software It starts with the basics required to create aschedule through resource planning and on to the more advanced features Achapter is dedicated to the new functions and it outlines the differences fromthe 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 theproduct **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 themNew reporting features that let you create powerful colourful dynamic reports without exporting data to another programImproved out of box reports and better visualsTask paths to provide more options than the basic critical pathExtended 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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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   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   <u>Teaching in Nursing and Role of the Educator</u> Jennie C. De Gagne,Marilyn H. Oermann,2024-11-28 The essential guide for every nurse educator This comprehensive resource written by experienced authors educators thoroughly delineates the role of the nurse educator in both academic and non academic environments including the role of scholar The updated fourth edition encompasses the newest research and best practices to ensure that educators remain at the forefront of nursing education Included are completely new chapters addressing competency based education current challenges in teaching and the role of the educator as a leader mentor and advisor The book provides expanded coverage of inclusive teaching and diverse learners integration of AI and social media in education and advancements in simulations and clinical teaching The fourth edition continues to provide evidence based guidance on the role of the educator and transition from clinician to educator learning theories teaching methods new technologies clinical teaching interprofessional education curriculum development evaluation and testing accreditation and becoming a scholar The text includes many practical examples and scenarios to enhance teaching practices It emphasizes inclusivity and diversity offering insights and strategies for creating a safe and inclusive learning environment Readers will benefit from practical guidance templates and exhibits supporting various teaching aspects Each chapter includes PowerPoints and an Instructor Manual provides a sample syllabus and a complete online course with chapter summaries student learning activities discussion questions online resources and assessment strategies With chapters aligning with CNE test blueprints the text aids students in preparing for CNE exams New to the Fourth Edition New chapters on competency based education current challenges and the role of the educator as leader mentor and advisor Expanded content on inclusive teaching and diverse learners Integration of AI and social media in education Enhanced guidance on fostering online interactions and community building Key Features Incorporates the latest research and best practices Prepares graduate nursing students and clinicians for educator roles Provides practical applications with numerous examples and scenarios Includes resources for instructors including sample syllabi PowerPoint slides and a complete 20 module online

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