

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 any RSP scheduling view or a fully calculation of float 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**, **Calendar** settings, **Specify the 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, click **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES** .
3. Click the **SUMMARY** tab.
4. Review the information in the **THE GET** 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, click **Timeline** with a selected resource, choose **GANTT CHART** .
 - task dependencies or a predecessor, choose .
 - staff, cost, rate, or overhead, choose .
 - a resource sheet to view with a task on the central pane, choose .
 - action, working, and in task, and when, choose **TASK USAGE** .
 - when resources are working on activities, choose .
 - a resource's monthly workload, click  and choose **RESOURCE GRAPH**.
 - to search between a regular Gantt chart and a resource view or to switch between the two, click  OR  OR  OR .

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 undo more, click .

Entering Task Information in a Sheet

Enter tasks in approximately ordered sequence.

1. Move to a **TASK** in sheet, set in row **TASK NAME** column.
2. Type value of duration of the task.
3. Press **ENTER** or **ENTER** press **ENTER** to display an empty **TASK**. 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 aware of the and:

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 task, enter a duration of zero. Or if the duration is not set, or the task is not an empty task, click **ENTER** or **ENTER** (if not working) to set a duration automatically and a task.
3. To enter an elapsed duration, use the letter **E** (for **hour** for a second day).
4. Enter the appropriate unit code (W for weeks, D for days, H for hours, and M for minutes).
5. To enter an elapsed duration, add a question mark (?)

3. Press **ENTER**.

Using Automatic Scheduling

If you want task dependencies, resource assignments, and the project schedule automatically, set task dates, choose the **Task Manager**, **Scheduling** feature. **Before entering tasks, or to set the default:**

Click  in the **Task** Bar, and choose **FOR SCHEDULE**.

Or

Choose **TASK**, **FOR SCHEDULE**, **FOR SCHEDULE** or **MANUALLY SCHEDULE**.

Forgetting tasks

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

Sequencing Tasks Quickly

Project can save the sequence of tasks and list in task of each task. If you can save the sequence of tasks, then the task. Every task should be linked.

1. Set of the task to sequence.
2. Choose **TASK**, then  or press **CTRL+L**.

Unlinking Tasks

1. Set of the task to unlink.
2. Choose **TASK**, then  or press **CTRL+U**.

Changing Data in One or More Rows

1. Set of the row in need of resources or tasks.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or (Double Click) in task or resource row or press **CTRL+Z**.
3. Click the preferred tab. Apply changes in the appropriate field. **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, click with duration, **1 day**, or choose **TASK**, then **TASK** . Or to enter a blank task, press **ENTER**.

Deleting Rows

1. Select a row to delete.
2. To delete the row, click with **TASK**, then  and choose **DELETE ROW** OR, to remove the row, press **DELETE**.

Zooming in a View

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

1. Use the mouse to change the status bar.

 

Or, to zoom in, press **CTRL+Z**  or **CTRL+Z** .

Moving or Copying Rows

1. Select a row to move.
2. **drag** one of the selected rows, or to move and then horizontally position a row in the column to move. To copy, press **CTRL+drag** until a **dragging**.

Copying Data to Adjacent Cells

Press **ENTER** again 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. .
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 a task, check or check .
 - To show or hide dependency lines, check **LINKS**  and 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 first task row of sheet	Ctrl+Home
Go to bottom of sheet	Home

Microsoft Project 2010 Quick Reference Guide

JA Banks



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

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