

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, Central Panel** settings, usually the left fly. 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 tree-like view, click **GANTT CHART** .
 - task dependencies in a predecessor, choose .
 - staff, costs, rates, or overheads, choose .
 - a resource sheet to view with a link to the central task, choose .
 - a task's working times 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 view, and showing a calendar of tasks in a calendar field, click  **GO TO** **Calendar** or **GO TO** **Calendar** or **GO TO** **Calendar** or **GO TO** **Calendar**.

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 **(1000)** in sheet, set in row **TASK NAME** column.
2. Type value of description of the task.
3. Press **ENTER** or **ENTER** press **ENTER** to display 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. Initially consider this task as if only one person is available. 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 yet entered, enter a value of "0" or "1" (unselected) or a not-work time using automatic scheduling.
3. To enter an elapsed duration use the letter "E" (e.g. "00:00:01" is a second).
4. Select the appropriate unit code (W for weeks, D for days, H for hours, and M for minutes).
5. To enter an elapsed duration with a question mark, click **?**.
6. Press **ENTER**.

Using Automatic Scheduling

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

Click  in the **Task** bar, and choose **MANUALLY SCHEDULE**.

Or choose **TASK**, **MANUALLY 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 of each task, if you save with them with one click in the **Task** bar. Every task should be linked.

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

Unlinking Tasks

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

Changing Data in One or More Rows

1. Select the row or rows 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+D**.
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", choose **TASK**, then **TASK** . Or to enter a blank task, press **ENTER**.

Deleting Rows

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

Zooming in a View

In views with a tree mode, you can expand or collapse the tree mode to view more of the project or to a large project on a larger printed page. Note: Zooming in the **Network** Diagram does not affect printing scale.

1. Use the zoom slider on the status bar .

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

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

Press **ENTER** again in the **RESOURCE SHEET** view.

1. Select the task or task 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 the task name, check or check .
 - To show or hide dependency lines, check **DEPENDENCY**  and the **LINKS** settings view .

Selecting Rows

Mouse selection rows: Click the first row or cell, press **CTRL+shift**, click  to select rows. All rows: Click the column header, 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+D or Click TASK GO TO TASK 
Go to first resource of task	Ctrl+Shift+Ctrl+D
Go to first task of project	Home

Microsoft Project 2010 Quick Reference Guide

Paul E. 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

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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

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

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