Project 2010 Creating a Basic Project

Starting a New Project

Project automatically starts with a blank project. To manually create one:

1. Choose FILE, then NEW.
2. [Click] BLANK PROJECT at the top of the EXCLUSIVE 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 ground start date to avoid ASAP scheduling and the default scheduling of starting today.

1. Choose PROJECT, then PROJECT INFORMATION.
2. In both 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, usually mm/dd/yy. [Click] 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, if necessary. Further describe information in the SUBJECT field.
5. Enter name of the project manager in the AUTHOR field.
6. Enter your COMPANY and MANAGER name.
7. Enter a description, including scope definitions, deliverables and special considerations 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 VIEWS or RESOURCE VIEWS.

   To see:

   - Tasks on a time scale with associated resources, choose GANTT CHART.
   - Task dependencies or precedence, choose NETWORK DIAGRAM.
   - Staff, costs, who is overbooked, choose TASK USAGE.
   - A month-at-a-glance view of tasks for the full task, choose CALENDAR.
   - Who is working on what task, and when, choose TASK USAGE.
   - What resources are working on and when, choose RESOURCE USAGE.
   - A histogram of a resource's workload, [Click] OTHER VIEWS and choose RESOURCE GRAPH.
   - Overall timeline in a quick, flexible display, showing major tasks or tasks in each phase, and results, choose TIMELINE and choose GANTT CHART or TIMELINE GRAPH.

Switching to an Unlisted View

1. Choose VIEW, then the drop-down arrow for the current view in the TASK VIEWS or RESOURCE VIEWS and choose MORE VIEWS.
2. Select the view and [Click] APPLY.

Undoing Changes

[Click] or press <Ctrl+Z>. By default you can undo 20 steps. To redo a step, [Click] .

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Move to a cell [Click] a sheet cell in the TASK NAME column.
2. Type a brief description of the task.
3. Press <Enter> or <Tab> or press <Down> to move to an empty cell. Tab 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 the time an individual person is available. Be as specific as possible.

1. Select the DURATION field for a task.
2. Enter a value or [Click] to increase or decrease the duration. Or, to create a "milestone," enter a duration of zero. Or if the duration cannot be accurately estimated (or depends on "first" or "last" occurrence), enter a question mark (?).
   - To enter an elapsed duration, use the letter "e" (e.g. "10e" for 10 elapsed days).
   - Enter the appropriate unit code (M for minutes, W for weeks, D for days (default), H for hours and MO for months).
   - To enter an estimated duration, add a question mark (?).
3. Press <Enter>.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and other aspects of tasks to automatically adjust start dates, double-click the Tasks Manually Scheduled indicator.

Before entering tasks, or to set the default:

[Click] a task bar, and choose AUTO SCHEDULED.

Or

Choose TASK, then MODE, then AUTO SCHEDULE or MANUALLY SCHEDULE.

For existing tasks:

1. Select the task(s).
2. Choose TASK, then AUTO SCHEDULE.

Sequencing Tasks Quickly

Project can calculate the start and finish date of each task if you arrange them in the correct order (first to last). Every task should be linked.

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

Unlinking Tasks

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

Changing Data in One or More Rows

1. Select a cell in row of the task(s) to edit.
2. Choose TASK, then INFORMATION or choose RESOURCE, then INFORMATION. Or, [Double-Click] a task or resource name or press <Shift+F2>.
3. [Click] the appropriate tab. Apply changes in the appropriate fields. [Click] OK.

Inserting a Task

1. Activate a task-oriented view, such as Gantt Chart.
2. Select a row. Or to enter a task between two, select that row.
3. To enter blank rows, with durations "1 day?", choose TASK, then TASK . Or, to enter blank rows, press <Insert>.

Deleting Rows

1. Select a row or rows.
2. To delete the row(s) of data, choose TASK, then and choose DELETE ROW. Or, to remove the row(s), press <Delete>.

Zooming in a View

In a view with a time scale, you can expand or compress the time scale to see more of the project or its large project on fewer printed pages. Note: Zooming in the Network Diagram does not affect printing scale.

- Use the zoom slider on the status bar.

Or, to zoom in/out, press <Ctrl> or <Ctrl>.

Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows, up or down until the horizontal insertion point is in the desired location. To copy, press and hold <Ctrl> while dragging.

Copying Data to Adjacent Cells

This is most useful in the RESOURCE SHEET view.

1. Select the source cell(s) containing data to be copied. The cells to be copied to to the right or below 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 or clear check box.
   - To show or hide slack bars, check or clear check box.
   - To show or hide dependency lines, [Click] , adjust the LINES setting, and [Click] OK.

Selecting Rows

Non-adjacent rows	[Click] the first row, or cell, press <Ctrl>, and [Click] additional rows.
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	<Ctrl+Home>
Show end of project	<Ctrl+End>
Go to a set of selected tasks	<Shift+Ctrl+F5>, or choose TASK, SCROLL TO TASK
Go to first or last visual element	<Ctrl+PgUp> or <Ctrl+PgDn>
Go to left most column	<Home>

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Microsoft Project 2010 Quick Reference Guide

Kathleen Armour

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