

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** in the top row of AVAILABLE TEMPLATES and [Click] **CREATE**. Or, choose a specific template from the OFFICE.COM TEMPLATES section and [Click] **DOWNLOAD**. Or press <Ctrl> to quickly produce a new, empty project file.

Setting the Project Start Date

Start dates determine scheduled tasks in a blank project. Start dates for an initial scheduling assignment are the calculation of each task.

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, usually mm/dd/yyyy [4], to select a valid date.
4. Make the necessary changes, such as changing the current date or starting date, [Click] **OK**.

Describing a Project

1. Choose **FILE**, then **INFO**.
2. On the right, select **PROJECT INFORMATION**, and choose **ADVANCED PROJECT INFO**.
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 some of the project manager's or the author's name.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project information, subphases and special constraints in the **DESCRIPTION** field. Press <Enter> to start a new line. [Click] **OK**.

Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEW** or **RESOURCE VIEW**. To use:

- tasks in a tree view with associated resources, choose **GANTT CHART**.
- task dependencies or precedences, choose **LOGICAL ORDER**.
- task costs, when it is calculated, choose **PROJECT COST**.
- a month-at-a-glance view with tasks in horizontal bars, choose **MONTHLY SCHEDULE**.
- who is working on each task and where, choose **TASK INFO**.
- what resources are working on and when, choose **RESOURCE VIEW**.
- a histogram of a resource's workload, [Click] **VIEW WORK** and choose **RESOURCE Gantt**.
- to switch between a regular Gantt chart or, with changing your plan or baseline against actual results, [Click] **VIEW** and choose **GANTT CHART** or **RESOURCE GANTT**.

Switching to an Unlinked View

1. Choose **VIEW**, then the view you want. 2. From any of the **TASK VIEW** or **RESOURCE VIEW**, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

Linking Changes

[Click] **LINK** or press <Ctrl>+<L>. By default you can create all changes. To make a copy, [Click] **LINK**.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Move to an [Click] a blank cell in the task input column.
2. Type a brief description of the task.
3. Press <Enter> or <ctrl>+<Enter> to disband an entry. <ctrl>+<Enter> is configured for three-down one-right.

Entering or Changing a Task Duration

Indicate the effort required to complete the task, at the preferred level of quality. Indicate the time or effort one person is available.

1. Select the **Duration** field for a task.
2. Enter a value in [Click] to increase or decrease the value. Or, to enter a duration, enter a duration of days. Or, if the duration is not yet indicated, enter explicitly first such as "1d" or "1week" (days not week when using automatic scheduling).
 - To enter an elapsed duration use the letter "e" (e.g., 1 and 11 elapsed days).
 - Enter the appropriate unit code (days for monthly, or for weeks, or for days. Conversely, if for hours, use H for minutes).
 - To enter an elapsed duration add a question mark (?)
3. Press <Enter>.

Using Automatic Scheduling

Tasks with task dependencies, resource constraints, and the project calendar are automatically adjust task dates, include the **Task** > **Usually Scheduled** feature. Before entering tasks, or to set the default: [Click] **VIEW** in the Task Bar, and choose **Auto Scheduled**.

- Or
- Choose **TASK**, then **AUTO SCHEDULE** or **MANUAL SCHEDULE**.
- For existing tasks:

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

Sequencing Tasks Quickly

Project can compute the start and end date of each task. Tasks associate them with one another (task bars). Every task should be linked.

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

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then **UNLINK** or press <Ctrl>+<F2>.

Changing Data in One or More Rows

1. Select one or more of resources or tasks.
2. Choose **EDIT**, then **IMPORT** from **IMPORT** OR **EDIT** (Double-Click) a task or resource row or press <Ctrl>+<F2>.
3. [Click] the preferred tab. Apply changes in the appropriate fields. [Click] **OK**.

Inserting a Task

1. At least a task-based view, such as Gantt Chart.
2. Select a row. Or to enter multiple tasks, select that many rows.
3. To enter blank tasks with duration: "1 day", choose **TASK**, then **LINK**. Or, to enter blank rows, press <ctrl>+<F2>.

Deleting Rows

1. Select a row or rows.
2. To clear the needs of data, choose **TASK**, then **EDIT** or **EDIT** (Double-Click) a row. Or, to remove the row(s), press <ctrl>+<F2>.

Zooming in a View

As views with a task-based view, you can expand or collapse the time scale to see more of the project or to a large project on fewer printed pages. Press. Zooming in the **Taskbar** (drag left, does not affect printing scale).

- 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. [Click] one of the information rows, up or down until the horizontal insertion point is in the current location. To copy, press <ctrl>+<ctrl> while [Dragging].

Copying Data to Adjacent Cells

This is most useful for the **RESOURCE SHEET** view.

1. Select the target cell and that contains data to be copied. The cells below or to right will receive the data.
2. [Click] the **Fill Handle** (arrow or right).

Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS**, **FORMAT**.
 - To show or hide the critical path, choose **Critical Path**.
 - To show or hide start times, choose **Start Times**.
 - To show or hide dependency lines, choose **DEPENDENCY**, adjust the **LINE** setting, and [Click] **OK**.

Selecting Rows

Row adjacent from [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 All rows

Show end of project All End

To format all selected tasks Shift+Ctrl+Z or Choose **TASK** > **FORMAT** > **FORMAT**

To format a task or a row of a task Ctrl+H or Ctrl+H

To go to selected column Home

Microsoft Project 2010 Instruction Manual

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic that resembles a stylized 'C' or a partial circle.

Microsoft Project 2010 Instruction Manual:

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 **Project Management Absolute Beginner's Guide** Greg

Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school Microsoft Project 2016 Training Manual Classroom in a Book

TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft Project 2016 Two manuals Introductory and

Advanced in one book 185 pages and 101 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts including assigning and managing tasks and resources tracking project tasks developing dynamic reports and much more Topics Covered Getting Acquainted with Project 1 About Project 2 Starting Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab and Backstage View 8 The Scroll Bars 9 The Quick Access Toolbar 10 The Entry Bar 11 The Status Bar 12 Touch Mode Project Basics 1 Opening Projects 2 Closing Projects 3 Creating New Projects 4 Saving Projects 5 Changing Project Views 6 Planning a Project Tasks 1 Creating Tasks 2 Editing and Deleting Tasks 3 Setting Task Duration 4 Linking Tasks 5 Marking Milestones 6 Using Phases and Summary Tasks 7 Using Task Notes Resources 1 Project Resources Overview 2 Creating Work Resources 3 Creating Material Resources 4 Creating Cost Resources 5 Entering Costs for Project Resources 6 Scheduling Work Resources 7 Creating New Base Calendars Resource and Task Assignment 1 Assigning Work Resources to Tasks 2 Assigning Material Resources to Tasks 3 Assigning Cost Resources to Tasks 4 The Team Planner Tracking Project Tasks 1 Creating Project Baselines 2 Updating Multiple Tasks in a Project 3 Updating Tasks Individually 4 Rescheduling Uncompleted Work Formatting Gantt Chart Views 1 Formatting Text in a Gantt Chart 2 Formatting Gridlines in a Gantt Chart 3 Formatting the Task Bar Layout in a Gantt Chart 4 Formatting Columns in Gantt Charts 5 Applying Bar and Gantt Chart Styles 6 Drawing Objects 7 Formatting Timescale in Gantt Charts 8 Creating Custom Views Other Project Views 1 Using Timeline View 2 Creating Multiple Timelines 3 The Task Usage View 4 The Network Diagram View 5 The Calendar View 6 Printing Views Advanced Task Management 1 Setting Task Lead and Lag Time 2 Using Task Constraints 3 Task Types 4 Setting Deadlines 5 Interrupting Tasks 6 Moving and Rescheduling Tasks 7 Inspecting Tasks 8 Creating Recurring Tasks 9 Entering Fixed Costs 10 Critical Paths 11 Using WBS Codes Advanced Resource Management 1 Applying Multiple Resource Rates 2 Advanced Resource Availability 3 Using Work Contours 4 Material Resource Consumption Rates 5 Delaying Resource Assignments Advanced Project Tracking 1 Monitoring Resource Allocation 2 Leveling Overallocated Resources 3 Monitoring Project Costs 4 Monitoring Project Statistics Advanced Project Tools 1 Using the Organizer 2 Making Macros 3 Customizing the Ribbon 4 Creating and Linking Resource Pools 5 Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports

Project Management Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the

planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes

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 Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software 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

PRINCE2 2009 Planning and Control Using Microsoft Project 2010 Paul E. Harris, 2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project 2010 and how the software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

Microsoft Excel 2019 Training Manual Classroom in a Book TeachUcomp, 2019-08-01 Complete classroom training manual for Microsoft Excel 2019 453 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create spreadsheets and advanced formulas format and manipulate spreadsheet layout sharing and auditing workbooks create charts maps macros and much more Topics Covered Getting Acquainted with Excel 1 About Excel 2 The Excel Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 Scroll Bars 7 The Quick Access Toolbar 8 Touch Mode 9 The Formula Bar 10 The Workbook Window 11 The Status Bar 12 The Workbook View Buttons 13 The Zoom Slider 14 The Mini Toolbar 15 Keyboard Shortcuts File Management 1 Creating New Workbooks 2 Saving Workbooks 3 Closing Workbooks 4 Opening Workbooks 5 Recovering Unsaved Workbooks 6 Opening a Workbook in a New Window 7 Arranging Open Workbook Windows 8 Freeze Panes 9 Split Panes 10 Hiding and Unhiding Workbook Windows 11 Comparing Open Workbooks 12 Switching Open Workbooks 13 Switching to Full Screen View 14 Working With Excel File Formats 15 AutoSave Online Workbooks Data Entry 1 Selecting Cells 2 Entering Text into Cells 3 Entering Numbers into Cells 4 AutoComplete 5 Pick from Drop Down List 6 Flash Fill 7 Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate 9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and Pasting Data 3 Autofilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting Column Width and Row Height 3 Hiding and Unhiding Columns and Rows 4 Inserting and Deleting Columns and Rows Formatting Worksheets 1 Formatting Cells 2 The Format Cells Dialog Box 3

Clearing All Formatting from Cells 4 Copying All Formatting from Cells to Another Area Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings Printing Spreadsheets 1 Previewing and Printing Worksheets Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup Creating 3D Formulas 1 Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting Named Ranges Conditional Formatting and Cell Styles 1 Conditional Formatting 2 Finding Cells with Conditional Formatting 3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing Workbooks 1 About Co authoring and Sharing Workbooks 2 Co authoring Workbooks 3 Adding Shared Workbook Buttons in Excel 4 Traditional Workbook Sharing 5 Highlighting Changes 6 Reviewing Changes 7 Using Comments and Notes 8 Compare and Merge Workbooks Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1 Using Outlines 2 Applying and Removing Outlines 3 Applying Subtotals Consolidating Worksheets 1 Consolidating Data Tables 1 Creating a Table 2 Adding an Editing Records 3 Inserting Records and Fields 4 Deleting Records and Fields Sorting Data 1 Sorting Data 2 Custom Sort Orders Filtering Data 1 Using AutoFilters 2 Using the Top 10 AutoFilter 3 Using a Custom AutoFilter 4 Creating Advanced Filters 5 Applying Multiple Criteria 6 Using Complex Criteria 7 Copying Filter Results to a New Location 8 Using Database Functions Using What If Analysis 1 Using Data Tables 2 Using Scenario Manager 3 Using Goal Seek 4 Forecast Sheets Table Related Functions 1 The Hlookup and Vlookup Functions 2 Using the IF AND and OR Functions 3 The IFS Function Sparklines 1 Inserting and Deleting Sparklines 2 Modifying Sparklines Creating Charts In Excel 1 Creating Charts 2 Selecting Charts and Chart Elements 3 Adding Chart Elements 4 Moving and Resizing Charts 5 Changing the Chart Type 6 Changing the Data Range 7 Switching Column and Row Data 8 Choosing a Chart Layout 9 Choosing a Chart Style 10 Changing Color Schemes 11 Printing Charts 12 Deleting Charts Formatting Charts in Excel 1 Formatting Chart Objects 2 Inserting Objects into a Chart 3 Formatting Axes 4 Formatting Axis Titles 5 Formatting a Chart Title 6 Formatting Data Labels 7 Formatting a Data Table 8 Formatting Error Bars 9 Formatting Gridlines 10 Formatting a Legend 11 Formatting Drop and High Low Lines 12 Formatting Trendlines 13 Formatting Up Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart

4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes 8 Custom 3D Maps 9 Custom Regions 10 World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 The Personal Macro Workbook Microsoft Access 2019 and 365 Training Manual Classroom in a Book TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and

Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar **Microsoft Access 2016 Training Manual Classroom in a Book** TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update

Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query
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 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design
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 Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a
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 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10
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 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering
 Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint
 File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show
 View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph
 Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using
 Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5
 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture
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 Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3

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The Project Managers Guide to Microsoft Project 2019 Gus Cicala, 2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request [Project 2010 Bible](#)

Elaine Marmel, 2010-06-10 A comprehensive reference on the latest version of the leading enterprise project management software Microsoft Project 2010 Microsoft Project allows users to manage business activities effectively by sharing project information performing modeling and scenario analyses standardizing reporting processes and more This soup to nuts reference covers both the professional and standard versions of the latest iteration of Microsoft Project as well as Project Server so that you can efficiently manage your business projects Veteran author Elaine Marmel begins with an overview of project management basics and then gradually moves on to more advanced topics so that you can learn the scope of what

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Jeffrey L. Brewer, Kevin C. Dittman, 2018-09-15 Methods of IT Project Management Third Edition is built around the latest version of the Project Management Body of Knowledge PMBOK and covers best practices unique to the IT field It is designed for use in graduate advanced undergraduate and professional IT project management courses to prepare students for success in the IT field and to prepare them to pass the Project Management Professional PMP certification exam given by the Project Management Institute PMI the world s leading certification in the field of project management Unlike other project management texts Methods of IT Project Management follows the IT project life cycle from overview and initiation to execution control and closing An enterprise scale IT project macro case study runs through the entire text Each section presents mini cases based on the larger case and focuses on new concepts presented in each section Readers gain practical knowledge of IT project management workflows at scale while building technical knowledge and skills required to pass the PMP Mini case studies encourage deep retention prompt rich in class discussion and challenge more advanced students and professionals alike Unique skills covered can be put directly into practice An appendix presents practice study questions and advice on preparing for and passing the PMP exam The revised third edition includes expanded coverage of agile system development methodologies leadership and negotiation skills and process maturity models

Microsoft Windows 11

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