

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** or **RECENT PROJECT**.
Click **RECENT PROJECTS** and click **CREATE**. Or choose a specific template from the **OFFICE.COM** **TEMPLATES** section, 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 Control Panel settings, usually **en-US**. 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 **DESCRIPTION** field, if necessary. Further, describe the 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 with a combined resource view, choose **GANTT CHART** .
 - task dependencies as an arrow diagram, choose .
 - staff, costs, rates, as a network view, choose .
 - a resource sheet to view with a link to the central base, choose .
 - action planning, enter its tasks, and values, choose **TASK USAGE** .
 - when resources are entering on activities, choose .
 - a resource activity summary, available, 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** **VIEW**, and choose **GANTT CHART** or **RESOURCE GRAPH**.

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 **(Task)** in sheet, set in row **TASK NAME** column.
2. Type value of description of the task.
3. Press **ENTER** or **tab** key, press **ENTER** to clear 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. Instantly consider this task as a single day, person, and task. Be aware of its end:

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 taskbar, enter a duration of zero. Or, if the duration is correct, be certain to enter a duration after the task is "built" or "unlocked" (after not working with scheduling automatically).
 - To enter an elapsed duration use the letter "E".
For example, 1 second is 0.000001.
 - Enter the appropriate unit code (M for months, W for weeks, D for days, hours and M for minutes).
 - To enter an elapsed duration with a question mark, 17.
3. Press **ENTER**.

Using Automatic Scheduling

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

Click  in the **Task Bar**, and choose **WITH SCHEDULING**.

Or

Choose **TASK**, **PROJECT**, **COMPUTO SCHEDULE** or **MANUALLY SCHEDULE**.

Forgetting tasks

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

Sequencing Tasks Quickly

Project can save the data and list in task of each task, if you can save them with one another (flow chart). Every task should be linked.

1. Select the task to sequence.
2. Choose **TASK**, then  or press **CTRL+F2**.

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then  or press **CTRL+Shift+F2**.

Changing Data in One or More Rows

1. Select a row in row of resources or tasks.
2. Choose **TASK**, then **INFORMATION** , or choose **RESOURCE**, then **INFORMATION** .
Or, (Double Click) a task or resource row or press **CTRL+F2**.
3. Click the preferred tab. Apply changes in the appropriate field. **OK** **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 **CTRL+N**.

Deleting Rows

1. Select a row to delete.
2. To delete the row(s) in a task, choose **TASK**, then , and choose **DELETE TASK**. 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 fewer printed pages. Note: Zooming in the **Network Diagram** does not affect printing scale.

1. Use the mouse to change the status bar.

 

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

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

That is most useful 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 activity lines, check or check .
 - To show or hide dependency lines, click **UNLINK** , and click the **LINK** 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 faster view of sheet	Ctrl+Tab or Ctrl+Go to fastest option
Go to fastest option	F10

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Phillip Whitt



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