

The screenshot shows the Microsoft Project interface. The task list on the left includes:

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Summary	15 days	10/24/12	11/9/12		
2	First task	4 days	10/24/12	10/28/12		Joe(50%), Travel(\$300.00)
3	Second task	4 days	10/26/12	11/5/12	2	John
4			11/6/12	11/6/12	2,3	Joe,Bill
5			11/12/12	11/13/12	4,5	Bill
6	Milestone	0 days	11/6/12	11/6/12	4,5	Travel(\$200.00)
7	Overlapping tasks 8.67 days	8.67 days	10/24/12	11/9/12		
8	An overlapping 4.67 days task	4.67 days	10/24/12	10/30/12	2,5	Joe(75%)
9	A second overlap	4 days	10/26/12	11/5/12	8	John(40%), Material(10 unit)
10	Miscellaneous tasks	7.31 days	11/5/12	11/14/12		
11	Unassigned task	3 days	11/12/12	11/14/12	6	
12	Newly entered 0 days milestone	0 days	11/5/12	11/5/12	9	

The Gantt chart on the right visualizes these tasks, showing their durations, dependencies, and resource assignments. A tooltip for task 3 states: "The task has resources assigned which are overallocated. Right-click for options."

Microsoft Project 2010 User Guide

D Keegan



Microsoft Project 2010 User Guide:

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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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 **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® 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 Microsoft Project 2010 Inside Out Teresa Stover, Bonnie Biafore, Andreea Marinescu, 2011-05-15 Conquer Microsoft Project 2010 from the inside out You're beyond the basics so dive right in and really put your project management skills to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Project 2010 and challenge yourself to new levels of mastery Take charge of the project triangle time money and scope to balance your plan Enable collaboration among team members sponsors and other project stakeholders Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel R 2010 and Visio R 2010 Manage project activities in an enterprise project management environment Apply your experience to future projects by creating your own custom templates Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view

improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment **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

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