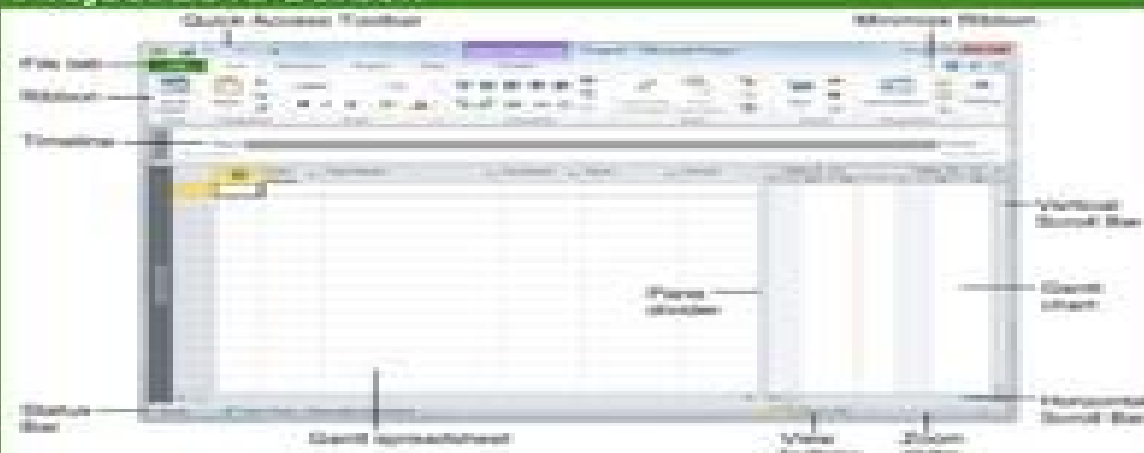


## Project 2010 Screen



## The Fundamentals

- To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- To Create a Project from a Template:** Click the **File** tab on the Ribbon and select **New**. Select a template under the Office.com Templates section, or click **My Templates** and select a template.
- To Create a New Project from an Excel Spreadsheet or SharePoint List:** Click the **File** tab on the Ribbon and select **New from Excel spreadsheet** or **New from SharePoint task list**.
- To Save a Project File:** Click the **Save** button on the Quick Access Toolbar, click **File** tab on the Ribbon and select **Save**. Or press **<Ctrl> + <S>**.
- To View Information about a Project:** Click the **Project** tab on the Ribbon and click the **Project Information** button in the Properties group.
- To Set the Working Time Calendar:** Click the **Project** tab on the Ribbon and click the **Change Working Times** button in the Properties group. Select the calendar you want to change and select a new calendar, or enter the new working hours in the **From** and **To** boxes.
- To Update the Project:** Click the **Project** tab on the Ribbon and click the **Update Project** button in the Status group.
- To Set the Status Date:** Click the **Project** tab on the Ribbon and click the **Status Date** button in the Status group. Select the status date to report progress of the project.
- To Save a Baseline Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set baseline** option, save the plan for the entire project or selected tasks, click **OK**.
- To Save an Interim Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set interim plan** option, save the plan for the entire project or selected tasks, click **OK**.
- To Calculate Project Changes:** Click the **Project** tab on the Ribbon and click the **Calculate Project** button in the Schedule group.
- To Open the Timescale Dialog Box:** Click the **View** tab on the Ribbon, click the **Timescale** button in the Zoom group, and select **Timescale**. Or, double-click inside the timescale header.
- To Adjust the Timescale:** Click the **View** tab on the Ribbon and click the **Timescale** button in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level:** Click and drag the **Zoom slider** to zoom in or out. Or, click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Choose a zoom option from the list.
- To Jump to a Task:** Select the task you wish to view. Click the **View** tab on the Ribbon and click the **Zoom To Selected Task** button in the Zoom group.
- To View the Entire Project:** Click the **View** tab on the Ribbon and click the **Zoom Entire Project** button in the Zoom group.

## Common Views

**To Display a View:** Click the **View** tab on the Ribbon and select a view from the Task or Resource Views group. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button below in the view group, and select a view.

**Gantt Chart:** This is the default task view. Displays a task bar with bar chart information.

**Calendar:** Displays tasks and durations in a monthly calendar.

**Network Diagram:** Displays a sequence or logic diagram that shows the project's tasks and dependencies.

**Resource Sheet:** Displays a list of resources and their details in rows and columns.

**Resource Usage:** Displays assigned tasks grouped under each resource.

**Resource Form:** Displays resource information in a form view.

**Resource Graph:** Displays a graph of resources and their costs, etc., over time.

**Task Usage:** Displays a list of tasks showing assigned resources under each task.

**Task Form:** Displays task information in a form view.

**Task Sheet:** Displays a list of tasks and their details in rows and columns.

**Team Planner:** The default resource view. Choose from more advanced and specific views.

**Timeline:** Displays a list of tasks with a timeline schedule and Gantt bars.

**Tracking Gantt:** Displays a list of tasks with a baseline schedule and Gantt bars.

**Work Views:** Choose from a list of more advanced and specific views.

## Keyboard Shortcuts

Task or Resource Information	<b>&lt;Shift&gt; + &lt;F2&gt;</b>
Assign Resources	<b>&lt;Alt&gt; + &lt;F10&gt;</b>
Help	<b>&lt;F1&gt;</b>
View Context-Sensitive Help	<b>&lt;Shift&gt; + &lt;F10&gt;</b>
Go To Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b>
Link Selected Task	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Unlink Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b>
Zoom In	<b>&lt;Ctrl&gt; + &lt;F5&gt;</b>
Zoom Out	<b>&lt;Ctrl&gt; + &lt;F4&gt;</b>

# Ms Project 2010 Quick Guide

**Dale A. Howard, Gary L. Chefetz**



## **Ms Project 2010 Quick Guide:**

**Microsoft Project 2010 Quick Guide for Beginners** Kugan Panchadsaram,2012-01-01      **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      *Microsoft Project 2010 Quick Reference Guide* Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 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 Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying the Project s Statistics Changing the Progress of a Single Task Changing Progress of Several Tasks Setting Up a Printout Previewing a View Printing a View Previewing or Printing a Report Transferring Data to Other Project Files This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity      *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 *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

**Kemper County ICGG Project**, 2010 **Breast Imaging: A Core Review** Biren A Shah, Sabala Mandava, 2013-12-16 Breast Imaging A Core Review is a highly comprehensive text featuring 300 questions answers and explanations that residents can use for review Nearly 200 images accompany the questions so the reviewer can self quiz on the most important findings and diagnoses **Microsoft Project 2010** Bonnie Biafore, 2010 *What's New Study Guide to Microsoft Project 2010* Dale A. Howard, Gary L. Chefetz, 2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors *Planning and Control Using Microsoft Project 2010 and PMBOK Guide Fifth Edition* Paul E. Harris, 2014-06-24 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office 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 A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a

reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter 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 primarily a Microsoft Project book and has been written for people learning to use Microsoft Project in a project environment applying the PMBOK Guide Fifth Edition processes It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference between Microsoft Project and other scheduling software Explains some of the more difficult calculations often omitted in other books Includes exercises to reinforce the learning outcomes a large number of screen dumps numerous tips a detailed index and command list at the start of each chapter as a quick reference It has a chapter dedicated to the new functions available in Microsoft Project 2010 About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International a PRINCE2 Registered Practitioner an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software

**Project 2010 For Dummies** Nancy C. Muir, 2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you'll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010

[Clinicians Pocket Drug Reference 2012](#) Leonard G. Gomella, Steven A. Haist, Aimee G. Adams, 2011-12-22 Everything you need to know when prescribing and administering 1

000 of the drugs most often used in medical practice The Scut Monkey Drug Manual Organized alphabetically by generic drug name Common uses mechanisms of action dosages adult and pediatric precautions contraindications form supplied and notes common side effects Summaries of the FDA s Blackbox precautions and contraindications Includes a listing of the medications organized by drug classification Covers natural and herbal agents Updated to reflect new drugs removal of drugs taken off the market new formulations and changes in approved use of existing medications     *Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition* Paul Eastwood Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software     **What's New Study Guide Microsoft Project 2010 EU Edition** Gary Chefetz,Dale Howard,2010-10-01     JIRCAS Working Report ,2017     **TALIS 2008 Technical Report** OECD,2010-05-06 This report describes the development of the TALIS instruments and methods used in sampling data collection scaling and data analysis phases of the first round of the survey It also explains the rigorous quality control programme that operated during the survey process     BAR Chronicle ,2018     □□□□□□ ,1981     **BAR Research and Development Digest** ,2013

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