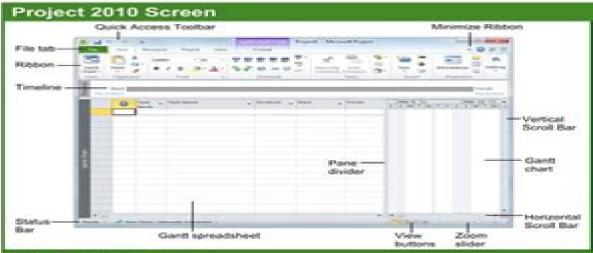
# Project 2010

#### Quick Reference Card



#### 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 Ribert and select New from Excel workbook 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.
- Set the Working Time Calendar: Click the Project tab on the Ribbion and click the Change Working Time button in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the Freez 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 in 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 CM.
- 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 Röbbon, click the Timescale list amow in the Zoom group, and select Timescale. Or, double-click inside the timescale header.
- To Adjust the Timescale: Click the View tab on the Rbbbon and click the Timescale list arrow in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level: Click and drag the Zoom Silder 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 Tasks: Select the task you wish to view. Click the View tab on the Ribbon and click the Zoom Selected Tasks 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 groups. 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 list amow in the View group, and select a view.

Gants Chart: This is the default task view. Displays a task list 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

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 baseline schedule and Gantt bans.

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

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

#### **Keyboard Shortcuts**

Task or Resource Information	<shift> + <f2></f2></shift>
Assign Resources	<alb +="" <f10=""></alb>
Help	<f1></f1>
View Context- Sensitive Help	<\$hit> + <f1></f1>
Go To Selected Task	<corb +="" <shift=""> + <fs></fs></corb>
Link Selected Task	<0000 + <f2></f2>
Unlink Selected Task	+ <f2></f2>
Zoom in	«Carb» «b
Zoom Out	4005/0+ 4 4 ° >

# Reference Guide Microsoft Project 2010

Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler

#### **Reference Guide Microsoft Project 2010:**

Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff, 2011-04-15 Laminated quick reference quide 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 Control Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris, 2010 This book is principally a Microsoft Project book aimed at Project ManagementProfessionals 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 mostfrom the software The book is designed for users of earlier versions to upgrade their skills and fornew planners to learn the software It starts with the basics required to create aschedule through resource planning and on to the more advanced features Achapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the Altova® DatabaseSpy 2010 User & Reference Manual, book **Dynamic Scheduling with Microsoft Project 2010** Rodolfo Ambriz, John White, 2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes Altova® UModel® 2010 User & Reference Manual, Project Management Tools and Techniques Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi **Project 2010 Project Management** Robert Happy, 2010 The ideal on the job reference guide for project managers who use Microsoft Project 2010This must have guide to using Microsoft Project 2010 is written from a real

project manager's perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 certification Explains Micr Access 2010 Programmer's Reference Teresa Hennig, Rob Cooper, Geoffrey L. Griffith, Jerry Dennison, 2010-10-28 A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications and hundreds of thousands of developers work with Access daily Access 2010 brings better integration with SQL Server and enhanced XML support this Wrox guide shows developers how to take advantage of these and other improvements With in depth coverage of VBA macros and other programming methods for building Access applications this book also provides real world code examples to demonstrate each topic Access 2010 Programmer's Referenceis a comprehensive guide to the best of breed techniques for programming Access applications Coverage Includes Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with NET Building Client Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features 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 r 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 **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 Altova® MapForce® 2010 User & Reference Manual, Authentic® Desktop 2010 User & Reference Manual **Project Management Absolute Beginner's Guide Greg** Horine, 2012-10-16 Succeed as a project manager even if you we 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 for the latest web based project management tools and the newest version of 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 Altova® UModel® 2012 User & Reference Manual, Altova® MapForce® 2012 User & Reference Manual, Genesis Solar Energy Project, Application for Certification, Riverside County ,2010 SharePoint® 2010 Field Guide Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software Hot Mix Asphalt Reference Manual 2009-2010, 2009 Altova® Project 2013 Absolute Beginner's Guide Brian Kennemer, Sonia UModel® 2013 User & Reference Manual,

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