

The screenshot shows the Microsoft Project application window. The interface includes a menu bar at the top, a toolbar with icons for file operations and project management, and a ribbon with tabs for 'Project', 'Resource', and 'Task'. The main workspace is divided into several panes: a 'Task List' pane on the left, a 'Gantt chart' area in the center, and a 'Resource Sheet' pane on the right. The 'Gantt chart' area displays a project schedule with tasks represented by bars. The 'Resource Sheet' pane shows a list of resources and their assignments. The status bar at the bottom provides information about the current project and task.

Labels in the image include:

- Quick Access Toolbar
- File tab
- Resource tab
- Task tab
- Vertical Scroll Bar
- Horizontal Scroll Bar
- Status Bar
- Task sheet
- Resource sheet
- Project sheet
- Task sheet
- Resource sheet
- Project sheet

- **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/LMC:** 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 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 **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** list arrow 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** 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 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 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.

- 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 **Tasks** tab or **Resource** tab on the Ribbon, click the button bar arrow in the View group, and select a view.
- Task 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 view.
- Task Sheet:** Displays a list of tasks and their details in rows and columns.
- Team Planner:** The default resource view. Chosen 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 View:** Chosen from a list of more advanced and specific views.

Keyboard Shortcuts

Tasks in Resource Information	+Ctrl+R = +F12
Assign Resources	+Alt = +F10
Help	+F1
View Context-Sensitive Help	+Ctrl+H = +F11
Go To Selected Task	+Ctrl = +Ctrl+G +Ctrl
Link Selected Task	+Ctrl = +F2
Unlink Selected Task	+Ctrl = +Ctrl+U +Ctrl
Zoom In	+Ctrl+I
Zoom Out	+Ctrl+O = +F3

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Minjie Lin



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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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challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

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® DatabaseSpy 2010 User & Reference Manual, Altova® XMLSpy® 2010 User & Reference Manual, Practical Accounts and Bookkeeping in easy steps Alex Byrne, 2012-06-12 Practical Accounts and Bookkeeping in easy steps provides assistance for anyone unfamiliar with accounts either already in the business world or waiting for that crucial moment to enter it From understanding accounts and why they are important the legal documents required when preparing accounts what happens if accounts are not submitted in time and when accounts need to be sent to authorities to the more complex scenarios of creating a balance sheet using sales ledgers purchase ledgers and nominal ledgers this book shows you how in easy to follow steps This book will help you make sense of the daunting accounts world It will help you to spot problems in the accounts and explain them to others using the correct terminology It will show you how to get to grips with Double Entry bookkeeping and its importance together with how computer software has been designed to simplify the processes This book is certain to help the non accountant understand businesses finances assisting in making your company as successful as possible

Project 2013 in easy steps John Carroll, 2013-08-30 Microsoft Project has always been an excellent project planning scheduling and control tool Project 2013 continues the evolution of this product with the introduction of a simplified interface compatible with all other Office 2013 programs and a number of other enhancements Burndown charts a key requirement for agile project management together with a number of new data fields to support them New reporting features that let you create powerful colourful dynamic reports without exporting data to another program Improved out of box reports and better visuals Task paths to provide more options than the basic critical path Extended date support up to 2149 now that would be a very long project Backstage overhaul of the File functions makes it easier to find what you are looking for and provides a single location for opening and saving files to your computer the Web Project Server or syncing with a SharePoint site Project 2013 in easy steps will quickly get you making use of the powerful features of Microsoft's latest version of this popular project management software Beginning with first principles the book sets out the right way to start a project and develop the project plan It shows you how to break a project down into tasks that can then be scheduled and allocated to resources These can then be tracked and controlled to completion It explains the different types of task dependencies and how to use them to make sure things happen when they are needed For medium to larger projects it shows you how to

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Simplified Jay Arthur,2001-01-15 The perfect primer for anyone who wants to familiarize themselves with Six Sigma what it is and how to implement it without spending a fortune Developed for busy problem solvers who are dissatisfied with the current all or nothing approach to solving mission critical business problems It describes a proven crawl walk run methodology that delivers laser focused problem solving and results *Portland Cement Concrete Reference Manual 2010-2011* ,2010 **Sage 50 Accounts 2013 in easy steps** Gillian Gilert,2013-06-05 Sage 50 Accounts is the UK s market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your finances so you can spend more time running growing your business Sage 50 Accounts 2013 in easy steps clarifies everything from basic record keeping to utilising Sage as an information bank for making crucial business decisions Areas covered include setting up records and producing invoices reconciling your bank statements stock management keeping track of debtors creditors and bills all important month and year end procedures generating invaluable management reports **The Project Manager's Communication Toolkit** Shankar Jha,2010-03-26 Addressing the unique difficulties involved in day to day project management communication The Project Manager s Communication Toolkit provides proven methods for creating clear and effective communications including text based plans reports messages and presentations It examines the many tools available and goes beyond traditional coverage to

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