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 Ribbon 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 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 Prom: and To: boxes.
- To Update the Project: Click the Project tab on the Ribbson 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 CM.
- To Calculate Project Changes: Click the Project tab on the Ribbon and click the Calculate Project button in the Schedule croup.
- To Open the Timescale Dialog Box: Click the View tab on the Ribbon, 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 Robbon 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 aroup. Choose a zoom potion 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 arrow in the View group, and select a view.

Gantt 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 Ganit 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	<\$hift> + <f2></f2>
Assign Resources	KARN + KF100
Help	<f1></f1>
View Context- Sensitive Help	<\$hift> + <f1></f1>
Go To Selected Task	<pre><corb +="" <shirt=""> + <fs></fs></corb></pre>
Link Selected Task	<0565 + <f2></f2>
Unlink Selected Task	<ctr> + <shift> + <f2></f2></shift></ctr>
Zoom in	«Carb» «»
Zoom Out	eCtrib + < * >

Microsoft Project 2010 Quick Reference Guide

Kugan Panchadsaram

Microsoft Project 2010 Quick Reference Guide:

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 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 book Windows 7 Resource Kit Mitch Tulloch, 2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best Microsoft Office Access **2010 QuickSteps** John Cronan, 2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful database application Follow along and guickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid **Microsoft Project 2010** Quick Guide for Beginners Kugan Panchadsaram, 2012-01-01 Project Planning and Control Using Primayera P6 Paul

Eastwood Harris,2010 User guide and training manual written for PM professionals who wish to learn how to set up a database and plan and control projects using Primavera P6 with or without Resources and Roles The book is aimed at project management companies who wish to run their own training courses and training organisations requiring a training manual

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Salvo, 2015-04-13 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo's Massage Therapy Principles and Practice 5th Edition brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new line drawings in the kinesiology chapter of origins and insertions that match the painted skeletons found in most classrooms It makes the essential principles of massage therapy more approachable and prepares you for success in class on licensing and board certification exams and in a wide range of therapeutic practice settings Clear straightforward approach simplifies complex content for easier understanding Complete anatomy and physiology section in addition to material on techniques and foundations gives you all the information you need in just one book Certification Practice Exam on Evolve mimics the major certification exams in format and content builds confidence and helps increase pass rates Over 700 high quality illustrations including line drawings and halftones clarify difficult concepts in vibrant detail Case studies challenge you to think critically

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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

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