

# Project Pro 2010 - Project Manager Quick Reference Guide

## Setup

*Workstation Setup (One Time Only)* - URL: <http://<Project Web App URL>>

- For MS Project Professional 2010
  - Add your Project Server login account: \File\Info\Manage Accounts
  - When prompted about https, click OK - then click 'Set as Default'
- For Project Web Access using Internet Explorer 6 and above
  - Start Internet Explorer and go to Project Server Address: <http://<Project Server Address>>

## Initiate

The Initiating stage proposes a project's basic idea and the initial scope is determined. The initial Project Plan is created.

Create a New Project:

- Start with a New Project: \File\New\Blank Project or
- Start with template: \File\New\Project Server Templates
- Fill out project start data and custom project fields using \Project\Project Information
  - Set the Start Date and Calendar and Custom Project fields
- Save to Project Server: \File\Save

Note

## New Project

## Plan

The Planning stage devises and maintains a workable scheme to accomplish the project. In the Planning Stage, determine a course of events or tasks in writing. Create a project plan.

## Tasks

Enter or Edit Tasks:

- Add / change tasks to meet unique needs of the project
- Estimate Duration, Set Dependencies, and Build the Outline Structure
- Use Milestones (0d Duration) for deliverables

# Microsoft Project Quick Reference Guide 2010

**Leonard G. Gomella, Steven A.  
Haist, Aimee G. Adams**



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

*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

*The Security Risk Assessment Handbook* Douglas Landoll, 2021-09-27 Conducted properly information security risk assessments provide managers with the feedback needed to manage risk through the understanding of threats to corporate assets determination of current control vulnerabilities and appropriate safeguards selection Performed incorrectly they can provide the false sense of security that allows potential threats to develop into disastrous losses of proprietary information capital and corporate value Picking up where its bestselling predecessors left off The Security Risk Assessment Handbook A Complete Guide for Performing Security Risk Assessments Third Edition gives you detailed instruction on how to conduct a security risk assessment effectively and efficiently supplying wide ranging coverage that includes security risk analysis mitigation and risk assessment reporting The third edition has expanded coverage of essential topics such as threat analysis data gathering risk analysis and risk assessment methods and added coverage of new topics essential for current assessment projects e g cloud security supply chain management and security risk assessment methods This handbook walks you through the process of conducting an effective security assessment and it provides the tools methods and up to date understanding you need to select the security measures best suited to your organization Trusted to assess security for small companies leading organizations and government agencies including the CIA NSA and NATO Douglas J Landoll unveils the little known tips tricks and techniques used by savvy security professionals in the field It includes features on how to Better negotiate the scope and rigor of security assessments Effectively interface with security assessment teams Gain an improved understanding of final report recommendations Deliver insightful comments on draft reports This edition includes detailed guidance on gathering data and analyzes over 200 administrative technical and

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**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

**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

**SharePoint® 2010 Field Guide** Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software

**A Practical Guide to Global Point-of-Care Testing** Mark Shephard OAM, 2016-11 Point of care testing POCT refers to pathology testing performed in a clinical setting at the time of patient consultation generating a rapid test result that enables informed and timely clinical action to be taken on patient care It offers patients greater convenience and access to health services and helps to improve clinical outcomes POCT also provides innovative solutions for the detection and management of chronic acute and infectious diseases in settings including family practices Indigenous medical services community health facilities rural and remote areas and in developing countries where health care services are often geographically isolated from the nearest pathology laboratory A Practical Guide to Global Point of Care Testing shows health professionals how to set up and manage POCT services under a quality assured sustainable clinically and culturally effective framework as well as understand the wide global scope and clinical applications of POCT The book is divided into three major themes the management of POCT services a global perspective on the clinical use of POCT and POCT for specific clinical settings Chapters within each theme are written by experts and explore wide ranging topics such as selecting and evaluating devices POCT for diabetes coagulation disorders HIV malaria and Ebola and the use of POCT for disaster management and in extreme environments Figures are included throughout to illustrate the concepts principles and practice of POCT Written for

a broad range of practicing health professionals from the fields of medical science health science nursing medicine paramedic science Indigenous health public health pharmacy aged care and sports medicine A Practical Guide to Global Point of Care Testing will also benefit university students studying these health related disciplines *Microsoft Project 2010 Quick Guide for Beginners* Kugan Panchadsaram,2012-01-01 **Publications Combined: The Role of Social Media in Crisis - Data Collection By The Public And Private Sectors As A Strategic Asset And To Prevent Terrorism** ,2018-09-07 Over 1 800 total pages Included publications Social Media and the Policy Making Process a Traditional Novel Interaction Social Media Principles Applied to Critical Infrastructure Information Sharing Trolling New Media Violent Extremist Groups Recruiting Through Social Media An Initial Look at the Utility of Social Media as a Foreign Policy Tool Indicators of Suicide Found on Social Networks Phase 1 Validating the FOCUS Model Through an Analysis of Identity Fragmentation in Nigerian Social Media Providing Focus via a Social Media Exploitation Strategy Assessing the Use of Social Media in a Revolutionary Environment Social Media Integration into State Operated Fusion Centers and Local Law Enforcement Potential Uses and Challenges Using Social Media Tools to Enhance Tacit Knowledge Sharing Within the USMC Social Media Strategic Asset or Operational Vulnerability Tweeting Napoleon and Friending Clausewitz Social Media and the Military Strategist The U S Military and Social Media Balancing Social Media with Operations Security OPSEC in the 21st Century Division Level Social Media Understanding Violence Through Social Media The Investigation of Social Media Data Thresholds for Opinion Formation The Impact of Social Media on the Nature of Conflict and a Commander s Strategy for Social Media Provenance Data in Social Media Conflict Prediction Through Geo Spatial Interpolation of Radicalization in Syrian Social Media Social Media Effects on Operational Art Assessing the Potential of Societal Verification by Means of New Media Army Social Media Harnessing the Power of Networked Communications Analysis of Department of Defense Social Media Policy and Its Impact on Operational Security Social Media Valuable Tools in Today s Operational Environment Conflict Prediction Through Geo Spatial Interpolation of Radicalization in Syrian Social Media Project Planning and Control Using Primavera 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 *Massage Therapy - E-Book* Susan G. Salvo,2015-03-25 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

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*Microsoft Project Quick Reference Guide* ,1987 □□□□□□ ,1981 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 Massage Therapy Susan G. 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

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**Experimental Methods in Wastewater Treatment** Mark C. M. van Loosdrecht, Per Halkjaer Nielsen, C. M. Lopez-Vazquez, Damir Brdjanovic, 2016-05-15 Over the past twenty years the knowledge and understanding of wastewater treatment has advanced extensively and moved away from empirically based approaches to a fundamentally based first principles approach embracing chemistry microbiology and physical and bioprocess engineering often involving experimental laboratory work and techniques Many of these experimental methods and techniques have matured to the degree that they have been accepted as reliable tools in wastewater treatment research and practice For sector professionals especially a new generation of young scientists and engineers entering the wastewater treatment profession the quantity complexity and diversity of these new developments can be overwhelming particularly in developing countries where access to advanced level laboratory courses in wastewater treatment is not readily available In addition information on innovative experimental methods is scattered across scientific literature and only partially available in the form of textbooks or guidelines This book seeks to address these deficiencies It assembles and integrates the innovative experimental methods developed by research groups and practitioners around the world Experimental Methods in

Wastewater Treatment forms part of the internet based curriculum in wastewater treatment at UNESCO IHE and as such may also be used together with video records of experimental methods performed and narrated by the authors including guidelines on what to do and what not to do The book is written for undergraduate and postgraduate students researchers laboratory staff plant operators consultants and other sector professionals *Project 2010 For Dummies* Nancy C.

Muir,2010-04-13 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 **Microsoft Project 98 : Quick Reference Guide** Nevada Learning Series

Inc,1999 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 r 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



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*Microsoft Project 2013 Quick Reference Guide* Eric Verzuh,2015-01-31

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