

# Project 2010 Creating a Basic Project

## Starting a New Project

Project automatically starts with a blank project, as illustrated in Figure 1-1.

1. Choose **FILE**, then **NEW**.
2. Click **BLANK PROJECT** in the **NEW PROJECTS** task pane, click **PROJECT**, choose a project template from the **OFFICE.COM** **TEMPLATES** section, and click **DOWNLOAD**. Or press **Ctrl+N** to quickly produce a new, empty project file.

## Setting the Project Start Date

Most plans should be scheduled from a fixed period of start date to any RDP scheduling used as a baseline calculation of date time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** (see Figure 1-2).
2. In the **SCHEDULE FROM** option, click **PROJECT START DATE**.
3. Enter the corresponding **START DATE**, and, if necessary, enter the date format in **Format** in the **Window**, **Control Panel** settings, **date** in **Windows**. Click **OK** to select a valid date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**, click **OK**.

## Describing a Project

1. Choose **FILE**, then **INFO**.
2. On the right, click **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES** (see Figure 1-3).
3. Click the **SUMMARY** tab.
4. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including scope or definition, deliverables and special conditions in the **COMMENTS** field. Press **Enter** to start a new line. Click **OK**.

## Switching to a Different View

1. Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To see:
  - tasks on a Gantt chart with a formatted resource, choose **GANTT CHART** (see Figure 1-4).
  - task dependencies as a predecessor, choose **PREDECESSOR** (see Figure 1-5).
  - staff, costs, and a predecessor, choose **DETAILED GANTT CHART** (see Figure 1-6).
  - a weekly schedule view with **MS Project** for critical tasks, choose **CRITICAL** (see Figure 1-7).
  - network timing, enter task and when, choose **TASK USAGE** (see Figure 1-8).
  - when resources are working on activities, choose **RESOURCE USAGE** (see Figure 1-9).
  - a resource's resources involved, click **RESOURCES** (see Figure 1-10) and choose **RESOURCE GRAPH**.
  - to search between a project Gantt chart and showing a list of all tasks and their dependencies, click **GO TO** (see Figure 1-11) and choose **GANTT CHART** or **TASKS TO TASK**.

## Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow (▼) from any of the **TASK VIEWS** or **RESOURCE VIEWS** and choose **MORE VIEWS**.
2. Select the view and click **APPLY**.

## Undoing Changes

Click **Ctrl+Z** or press **Ctrl+Z**. By default you can undo 20 steps. To redo steps, click **Ctrl+Y**.

## Entering Task Information in a Sheet

Enter tasks in approximately chronological order.

1. Move to or click a sheet cell in row **TASK NAME** column.
2. Type a brief description of the task.
3. Press **Enter** or, if you press **Enter** to display an entry, **Enter** is configured to those down and two

## Entering or Changing a Task Duration

Estimate the effort required to complete the task, at the preferred level of quality. Initially consider that time as if only one person is available. Be shown as to end.

1. Select the **DURATION** field for a task.
2. Enter a value or click **OK** to increase or decrease the value. Or, to create a calculation, enter a duration of days. Or, if the duration cannot be completed, enter a calculation such as "100" or "unknown" (don't put work into a calculation and add a sign).
  - To enter an elapsed duration, use the letter "E" (e.g., 100E for 100 elapsed days).
  - Enter a time period with unit code (D for days, W for weeks, H for hours, and M for minutes).
  - To enter an elapsed duration with a question mark, use "?".
3. Press **Enter**.

## Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to be automatically used for task dates, disable the **Task Manually Scheduled** feature. **Before entering tasks, or to set the default:**

- Click **FILE**, then **INFO**, click the **DATE** tab, and choose **AUTOMATIC SCHEDULE**. Or:  
Choose **TASK**, then **Task**, then **AUTOMATIC SCHEDULE** or **MANUALLY SCHEDULE**.

## Forecasting tasks

1. Select the task.
2. Choose **TASK**, then **AUTO SCHEDULE** (see Figure 1-12).

## Sequencing Tasks Quickly

Project can calculate the start and finish date of each task, if you connect them with one another (see Figure 1-13). Every task should be linked.

1. Select the task to sequence.
2. Choose **TASK**, then **LINK** (see Figure 1-14).

## Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then **UNLINK** (see Figure 1-15).

## Changing Data in One or More Rows

1. Select a row or rows of resources or tasks.
2. Choose **TASK**, then **INFORMATION** or choose **RESOURCE**, then **INFORMATION**. Or, (Double Click) a task or resource name in project cell of 2.
  - 3. Click the preferred tab. Apply changes in the appropriate field. Click **OK**.

## Inserting a Task

1. Activate a task-based view, such as **Gantt Chart**.
2. Select a row. Or, to enter multiple tasks, select that many rows.
3. To enter tasks, type with duration "1 day" or choose **TASK**, then **TASK** (see Figure 1-16), or choose **Blank**, **Task**, or **Blank**.

## Deleting Rows

1. Select a row or rows.
2. To delete the row(s), click **TASK**, then **DELETE** (see Figure 1-17) and choose **DELETE**. Or, to remove the row(s), press **Delete**.

## Zooming in a View

In views with a timeline, you can expand or compress the time scale to view more of the project or fit a large project on fewer printed pages. Note: Zooming in the **Network** Gantt chart does not affect printing scale.

1. Use the mouse to change the status bar.

Click **Zoom** (see Figure 1-18).

Or, to zoom in/out, press **Ctrl+Z** or **Ctrl+Y**.

## Moving or Copying Rows

1. Select a row or rows.
2. Drag any of the selected rows, up or down until the horizontal lines are in the place to insert. To copy, press **Ctrl+V** or **Ctrl+Y** while dragging.

## Copying Data to Adjacent Cells

Task is most useful in the **RESOURCE SHEET** view.

1. Select the task in left cell that contains data to be copied. The cells below or to right will receive the data (see Figure 1-19).
2. Drag the **Fill Handle** down or right.

## Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS: FORMAT**.
  - To show or hide the critical path, check or check **CRITICAL** (see Figure 1-20).
  - To show or hide duration, check or check **CRITICAL** (see Figure 1-21).
  - To show or hide dependency lines, click **CRITICAL** (see Figure 1-22) and click the **LINKS** setting.

### Selecting Rows

Now select rows. Click the first row or cell, press **Ctrl+Shift**, click **CRITICAL** or **CRITICAL**. Or, click the first row or cell, press **Ctrl+Shift**, click **CRITICAL** or **CRITICAL**.

All rows. Click the first row or cell, press **Ctrl+Shift**, click **CRITICAL** or **CRITICAL**.

Working in the Gantt Chart. To do this... Press this... Show beginning of project. All None. Show end of project. All End. Go to start of selected task. Shift+Ctrl+S, or Click **TASK**, then **GO TO TASK** (see Figure 1-23).

Go to first task row of sheet. Ctrl+P or Ctrl+Q. Go to bottom of sheet. Home.

# Microsoft Project User Manual 2010

**Wenbin Ji**



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