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 Promit 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 + < * >

Ms Project 2010 Guide

Carl S. Chatfield, Timothy D. Johnson

Ms Project 2010 Guide:

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 Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition Paul Eastwood Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software Microsoft Project 2010 - Fast Learning Handbook Rosario Rizzo, 2014-01-31 A handbook full of pictures 249 images and 193 pages extensively commented using a clear and simple language that will lead to an easy understanding of the main concepts and functionalities which are effectively needed in your daily use of Microsoft Project 2010 As the Fast learning handbook subtitle suggests this handbook goes straight to the heart of the matter and never leads the reader to drift away from which are the key concepts and from how MS Project 2010 works If you have been using for years the previous versions of Project this handbook will help you lose the bad habits you picked up while using this sophisticated program and will suggest the right approach for the future This Microsoft Project 2010 handbook I have written focuses on the main aspects of the most sophisticated software available for handling projects in any area building production finance credit non profit and so on One of the reasons of the appreciation many customers have expressed is due to the fact that this guide aims at teaching how to use these functionalities and it is not an astonishing list of details that is typical of most books about Project have you in mind the 500 or more page books you can see in the bookshops Planning and Scheduling Using Microsoft Project 2010 Paul Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software 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 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 What's New Study Guide to Microsoft Project 2010 Dale A. Howard, Gary L. Chefetz, 2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors Brief Guide to Microsoft Project 2010 Kathy Schwalbe, 2010-07-29

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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 Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school Microsoft Project 2010 Step by Step Carl S. Chatfield, Timothy D. Johnson, 2010 Microsoft Project 2010 offers flexibility and choice for individuals teams and the enterprise to effectively manage all types of work from simple tasks to complex projects and programs Appendix A: Brief Guide to Microsoft Project 2010 Kathy Schwalbe, 2010-05-05 This text only includes Appendix A Brief Guide to Microsoft Project 2010 from Kathy Schwalbe's Revised Introduction to Project Management Third Edition The page numbering is the same as the original text It was created in April 2010 Microsoft Project 2010 Bonnie Biafore, 2010 Microsoft Project 2010 In Depth QuantumPM, LLC, Scott Daley, 2011-01-31 This is the world's most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010 s reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2010 book you need Arduino Projects for Engineers Neerparaj Rai, 2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects

of each project and will help students create their own innovative prototypes
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Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition Paul E. Harris, 2005-01-01 Written for Project Management Professionals who wish to learn how to schedule projects in a single project environment with or without Resources This user guide contains screen shots and also constructive tips It assists you in understanding how to use Microsoft Project on your projects that are following the PMBOK registered Guide Processes **Ultimate Study Guide:** Foundations Using Microsoft Project 2010 Dale Howard, Gary Chefetz, 2010-10-01 Use this self paced study guide to learn Microsoft Project 2010 by working through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Microsoft Project 2010 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for Microsoft s 77 178 certification exam Microsoft Project 2010 Managing Projects Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best practice recommendations side notes and warnings to help Dynamic Scheduling® With Microsoft® Project 2010 Rodolfo Ambrix, John White, 2011-05-01 Formally you succeed validated training material to pass Microsoft certification Exam 70 178 Microsoft Project 2010 Managing Projects Designed for the busy practicing project manager Dynamic Scheduling With Microsoft Project 2010 will help you get up to speed quickly with the new features of Project 2010 and enable you to create effective schedules more efficiently using best practices tips tricks and step by step instruction Through the use of helpful screen shots hands on exercises illustrations and review questions this guide instructs you on how to build dynamic schedules that will allow you to explore what if scenarios and dramatically decrease the time you spend making static schedule changes A must read re read and use daily for all project managers is what PMI s Project Management Journal had to say about the previous edition This updated version is even better 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 control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference between Microsoft Project and other scheduling software Explains some of the more difficult calculations often omitted in other books Includes exercises to reinforce the learning outcomes a large number of screen 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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