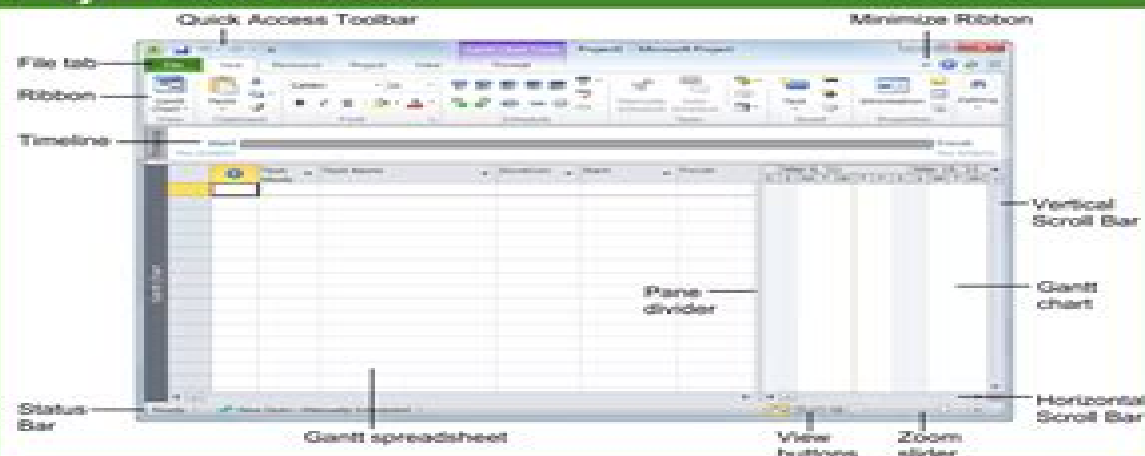


## Project 2010 Screen



## 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 **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 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 view.

**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 Gantt bars.

**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	<b>&lt;Shift&gt; + &lt;F2&gt;</b>
Assign Resources	<b>&lt;Alt&gt; + &lt;F10&gt;</b>
Help	<b>&lt;F1&gt;</b>
View Context-Sensitive Help	<b>&lt;Shift&gt; + &lt;F1&gt;</b>
Go To Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b>
Link Selected Task	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Unlink Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b>
Zoom In	<b>&lt;Ctrl&gt; + &lt;= &gt;</b>
Zoom Out	<b>&lt;Ctrl&gt; + &lt;' &gt;</b>

# Ms Project 2010 User Guide

**Lauren Gardner**



## **Ms Project 2010 User Guide:**

## Enjoying the Beat of Phrase: An Mental Symphony within **Ms Project 2010 User Guide**

In a global eaten by screens and the ceaseless chatter of immediate conversation, the melodic beauty and mental symphony produced by the published term usually diminish in to the background, eclipsed by the constant noise and disturbances that permeate our lives. But, set within the pages of **Ms Project 2010 User Guide** a marvelous literary treasure full of fresh thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this charming masterpiece conducts readers on a psychological journey, well unraveling the hidden melodies and profound impact resonating within each carefully crafted phrase. Within the depths of this touching assessment, we can examine the book is central harmonies, analyze their enthralling publishing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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