

# 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**, and click **CREATE**. Or, 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**. 
2. In the **SCHEDULE FROM** option, click **PROJECT START DATE**.
3. Enter the **SCHEDULED START DATE**, and, if necessary, enter the date format in **Format** in the **Window**, **Control Panel** settings, **date** in **intl.cpl**. 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**. 
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**. 
  - task dependencies as a network, choose **NETWORK DIAGRAM**. 
  - staff, costs, and a network, choose **Resource Sheet**. 
  - a network along with staff, materials, and material costs, choose **Resource**. 
  - network along with staff, and when, choose **TASK USAGE**. 
  - when resources are working on activities, choose **Resource Usage**. 
  - a resource's resources, choose **Resource**. 
  - resource between a project Gantt chart and a resource usage, choose **Resource Usage**. 

## 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 **OK**. 

## Undoing Changes

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


## Entering Task Information in a Sheet

Enter tasks in approximately chronological order.

1. Move to cell **D3** and enter cell in row **TASK NAME** column.
2. Type a brief description of the task.
3. Press **Enter** or, if you prefer, **Enter** to display an empty **ENTER** is configured to those down and to the

## Entering or Changing a Task Duration

Estimate the effort required to complete the task, at the preferred level of quality. Initially consider this 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  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" (then not work with a using automatic scheduling).
  - To enter an elapsed duration, use the letter "E" (e.g., 100E for 100 elapsed days).
  - Enter the appropriate 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 in task dates, choose the **Task Manually Scheduled** feature. **Before entering tasks, or to set the default:**

1. Click  in the **Task** bar, 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**. 

## Sequencing Tasks Quickly


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

1. Select the task to sequence.
2. Choose **TASK**, then  or press **Ctrl+F2**.

## Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then  or press **Ctrl+Shift+F2**.

## Changing Data in One or More Rows

1. Select the row or rows of resources or tasks.
2. Choose **TASK**, then **INFORMATION** or **RESOURCE**, then **INFORMATION**. Or, (Double Click) a task or resource row or press **Ctrl+F2**.
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**. Or, choose **Blank**, **Task**, or press **Alt+Enter**. 

## Deleting Rows

1. Select a row or rows.
2. To delete the row(s), click **TASK**, then  and choose **DELETE ROWS**. Or, to remove the row(s), press **Alt+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 diagram does not affect printing scale.

1. Use the mouse to change the status bar.

- 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. 
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 Path**.
  - To show or hide duration, check or check  **Duration**.
  - To show or hide dependency lines, check or check  **Dependency Lines**. Or, click **UNDO** or **REDO** to adjust the **LINKS** setting.

### Selecting Rows

Now select rows. Click the first row or cell, press **Ctrl+Shift**, and click the desired row.  
All rows: Click on a column heading, e.g., **TASK NAME**.

### Working in the Gantt Chart

To do this...	Press this...
Show beginning of project	Alt+Home
Show end of project	Alt+End
Go to start of selected task	Shift+Ctrl+F, or Click <b>TASK</b> <b>SCROLL TO TASK</b> 
Go to first task row of sheet	Ctrl+P or Ctrl+D
Go to bottom of sheet	Home

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**SJ Ball**



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