

Project 2010 Creating a Basic Project

Creating a Basic Project

Project 2010 is a powerful tool for creating and managing projects. This cheat sheet provides a quick reference for the most common tasks and shortcuts.

Getting Started

1. Open Microsoft Project 2010.
2. Click on the "File" tab.
3. Click on "New" > "Project" > "Blank Project".

Setting Up the Project

Before you start creating tasks, you should set up the project's basic information.

1. Click on the "Project" tab.
2. Click on "Project Information".
3. Set the project name, start date, and finish date.
4. Click on "OK".

Creating a Task

Tasks are the building blocks of a project. You can create tasks in several ways.

1. Click on the "Task" tab.
2. Click on "New Task".
3. Enter the task name, start date, and duration.
4. Click on "OK".

Linking Tasks

Linking tasks allows you to define the sequence of work in your project.

1. Click on the "Task" tab.
2. Click on "Link Task".
3. Select the task you want to link.
4. Click on "OK".

Formatting Tasks

You can format tasks to make them easier to read and understand.

1. Click on the "Task" tab.
2. Click on "Task Format".
3. Select the task you want to format.
4. Click on "OK".

Summary

This cheat sheet provides a quick reference for the most common tasks and shortcuts in Microsoft Project 2010. It is designed to be a helpful tool for anyone working with the software.

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This cheat sheet provides a quick reference for the most common tasks and shortcuts in Microsoft Project 2010. It is designed to be a helpful tool for anyone working with the software.

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Reference Guide Microsoft Project 2010

Robert Happy



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Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff, 2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level 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 Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **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 Management Professionals 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 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 *Altova® DatabaseSpy 2010 User & Reference Manual* , Planning and Scheduling Using Microsoft® Project 2010 Paul E. Harris, 2010 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 Microsoft r 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 designed to teach project management professionals how to use the software in a project environment **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 Altova® UModel® 2010 User & Reference Manual , **Dynamic Scheduling with Microsoft Project 2010**

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