

Project 2010 Creating a Basic Project

Starting a New Project

Project automatically starts with a blank project, or a recently opened one.

1. Choose **FILE**, then **NEW**.
2. Click **BLANK PROJECT** at the top row of **RECENT TEMPLATES** and click **CREATE**. Or choose a specific template from the **OFFICE.COM** **RECENT TEMPLATES** 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 project start date to allow RSP scheduling against a fixed calculation of clock time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** OR .
2. In the **SCHEDULE FROM** option, select **PROJECT START DATE**.
3. Enter the corresponding **START DATE**, and, if necessary, **Time**. The date location is found on the Windows Control Panel settings, usually **en:en-us**. Click  to select a valid date.
4. When the necessary change is made, or changing the **CURRENT DATE & STATUS DATE**, click **OK**.

Describing a Project

1. Choose **FILE**, **INFO**.
2. On the right, select **PROJECT INFORMATION**, and choose **ADVANCED PROPERTIES** .
3. Click the **SUMMARY** tab.
4. Review the information in the **THESE** tab, if necessary. Further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter **PROJECT MANAGER** and **MANAGER** names.
7. Enter a description, including scope of definition, deliverables and special conditions in the **COMMENTS** field. Press **ENTER** to create another. Click **OK**.

Switching to a Different View

1. Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To view:
 - task data in a tree-like view with a combined resource view, choose **GANTT CHART** .
 - task dependencies as an arrow diagram, choose .
 - staff, costs, rates, as a network view, choose .
 - a resource sheet to view with a link to the central base, choose .
 - a network diagram to view with a link to the central base, and when, choose **TASK USAGE** .
 - when resources are working on activities, choose .
 - a resource view showing a resource, click  and choose **RESOURCE SHEET**.
 - to search between a regular Gantt chart view and showing a calendar of tasks in a calendar view, click  (or ), then click **VIEW GANTT CHART** or **RESOURCE SHEET**.

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 **CTRL+ENTER**.

Undoing Changes

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

Entering Task Information in a Sheet

Enter tasks in approximately ordered sequence.

1. Move to row 10 (or 5) in sheet, set in row **TASK NAME** column.
2. Type value of description of the task.
3. Press **ENTER** or **ENTER** press **ENTER** to display an empty column. It is configured to move down one row.

Entering or Changing a Task Duration

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

1. Look at the **DURATION** field for a task.
2. Enter a value or click  to increase or decrease the value. Or to create a taskbar, enter a duration of zero. Or if the duration is not set, or the task is not an activity, the value is "0" or "1" (unknown) (also not work with a taskbar automatically).
 - To enter an elapsed duration use the letter "E" (e.g. "00:00:01" is a second).
 - Enter the appropriate unit code (W for weeks, D for days, H for hours, and M for minutes).
 - To enter an elapsed duration with a question mark, click .
3. Press **ENTER**.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to be automatically set and set, click the **Task Manager** **Scheduling** button in **Before entering tasks, or to set the default**.

Click  in the **Task Bar**, and choose **WITH SCHEDULING**.

Or

Choose **TASK**, **THE TASKS**, **COMPUTO SCHEDULE** or **MANUALLY SCHEDULE**.

Forgetting tasks

1. Select the task(s).
2. Choose **TASK**, then **DELETE SCHEDULE** .

Sequencing Tasks Quickly

Project can save the dependencies and link data of each task, if you save with them with one click in the **Task Bar**. Every task should be linked.

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

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then  or press **CTRL+U**.

Changing Data in One or More Rows

1. Select the row or rows of resources or tasks.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or (Double Click) in task or resource row or press **CTRL+D**.
3. Click the preferred tab. Apply changes in the appropriate fields. **OK** .

Inserting a Task

1. Activate a task-based view, such as **Gantt Chart**.
2. Select a row. Or to enter a task to a task, select a task entry row.
3. To enter a task, click with duration "1 day" or choose **TASK**, then **TASK** . Or to enter a blank task, press **CTRL+N**.

Deleting Rows

1. Select a row or rows.
2. To delete the row(s) in a task-based task, then  and choose **DELETE ROWS**. Or to remove the row(s), press **DELETE**.

Zooming in a View

In views with a task-based view, you can expand or compare the time scale to view more of the project or to a larger project on a larger printed page. Note: Zooming in the **Network** Diagram does not affect printing scale.

1. Use the mouse to change the taskbar .

Or, to zoom without, press **CTRL+Z**  or **CTRL+U** .

Moving or Copying Rows

1. Select a row or rows.
2. **drag** one of the selected rows, or to move and then horizontally position in the column to move. To copy, press **CTRL+drag** until a **dragging** .

Copying Data to Adjacent Cells

Press **ENTER** again in the **RESOURCE SHEET** view.

1. Select the task or task 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 Task Format

1. Choose **GANTT CHART TASKS**, **FORMAT**.
 - To show or hide the critical path, check or check .
 - To show or hide the task bar, check or check .
 - To show or hide dependency lines, check **DEPENDENCY** . Adjust the **LINKS** settings, view .

Selecting Rows

Move selected rows. Click the first row or cell, press **CTRL+drag**. Or click selected rows. Click the column header, e.g. **TASK NAME**.

Working in the Gantt Chart

To do this...	Press this...
Show beginning of project	All Home
Show end of project	All End
Go to start of selected task	Shift+CTRL+ or Click TASK SCROLL TO TASK 
Go to faster view of sheet	Ctrl+Tab or Ctrl+G
Go to different option	Home

Reference Guide Microsoft Project 2010

Robert R. Redfield



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