

GUIDE TO USING MICROSOFT PROJECT 2010

This appendix provides a concise guide to using Microsoft Office Project Professional 2010 (often referred to as Project 2010) to assist in performing project management functions. The Office Project 2010 family includes several different products: Project Standard 2010, a non-Web-based, stand-alone program for individuals who manage projects independently, similar to earlier versions of Project Standard; Project Professional 2010, which is basically Project Standard 2010 plus the ability to connect to Project Server 2010, if available. (Note: This guide does not include information on connecting to Project Server 2010.) Project Server 2010, built on SharePoint Server 2010, delivers flexible work management solutions across organizations, departments, and teams. Organizations should develop and apply many standards, templates, codes, and procedures before using Project Server 2010 to make the best use of its capabilities.

Each version of Project 2010 can help users manage different aspects of all nine project management knowledge areas. (Consult Microsoft's Web site for more details on all of the versions of Project 2010.) Most users, however, focus on using Project 2010 to assist with scope, time, cost, human resource, and communications management. This guide uses these project management knowledge areas as the context for learning how to use Project 2010. The basic order of steps in this appendix follows best practices in project management. That is, you should first determine the scope of a project, then the time, and then the resource and cost information. You can then set a baseline and enter actuals to track and communicate performance information.

Hundreds of project management software products are available today, but Microsoft Project is the clear market leader among midrange applications. Before you can use Project 2010 or any project management software effectively, you must understand the fundamental concepts of project management, such as creating work breakdown structures, linking tasks, entering duration estimates, and so on. See the Suggested Readings on the companion Web site (www.cengage.com/mis/schwalbe) for recommendations on other resources to help you gain an even deeper understanding of Project 2010.

New Features of Project 2010

* Project 2010 is not just a run-of-the-mill update. Microsoft really listened to users and has revised Project to meet user needs. Learning some of the new features might seem like a chore, but it is well worth the effort. If you are familiar with Project 2007, it may be helpful to review some of the new features in Project 2010.

Improved user interface: Project 2010 now includes the ribbon interface instead of using the traditional menus and toolbars similar to Office 2003. Commands are organized in logical groups under tabs, such as File, Task, Resource, Project, View, and Format. The File tab takes you to the new Backstage feature, a one-stop graphical destination for

Microsoft Project 2010 Guide

Gary Chefetz, Dale Howard



Microsoft 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 [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

Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff, 2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 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 Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying the Project s Statistics Changing the Progress of a Single Task Changing Progress of Several Tasks Setting Up a Printout Previewing a View Printing a View Previewing or Printing a Report Transferring Data to Other Project Files This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **Brief Guide to Microsoft Project 2010** Kathy Schwalbe, 2010-07-29 **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

Microsoft Project 2010 Quick Guide for Beginners Kugan Panchadsaram,2012-01-01 *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

What's New Study Guide Microsoft Project 2010 EU Edition Gary Chefetz,Dale Howard,2010-10-01 **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 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 *Microsoft Project 2010* Bonnie Biafore,2010 *Using Microsoft Project 2010* Sonia Atchison,Brian Kennemer,2011 More than just a book Get comfortable with simple techniques that you can use to bring order to project management chaos Don t just read about it see it and hear it with step by step video tutorials and valuable audio sidebars Way more than just a book this is all the help you ll ever need where you want when you want Learn Fast Learn Easy Using web video and audio Show Me video walks through tasks you ve just got to see including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts Let Me Try It tasks break down the complex into easy to follow step by step sequences [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 you succeed **Ultimate Study Guide** Dale A. Howard,Gary L. Chefetz,2010 The Ultimate Learning Guide to Microsoft Project 2010 Foundations is a complete learning experience and reference manual for managing projects using the Microsoft Project 2010 desktop application This book takes a systematic approach to the topical ordering which follows the Project Management Institute PMI standard The Foundations volume provides you with detailed and in depth information for the most important foundational concepts needed for

effectively using Microsoft Project 2010 **Project 2010 Project Management** Robert Happy,2010 The ideal on the job reference guide for project managers who use Microsoft Project 2010 This must have guide to using Microsoft Project 2010 is written from a real project manager's perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft's MCTS Project 2010 certification Explains Micr Project Management Absolute Beginner's Guide Greg Horine,2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and 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 Ultimate Study Guide: Foundations Microsoft Project 2013 Dale Howard,Gary Chefetz,Rodney Walker,2013-05-07 Use this self paced study guide to learn Microsoft Project 2013 by working through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Project 2013 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for the 74 343 certification exam Managing Projects with Microsoft Project 2013 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 you succeed 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

Microsoft Project 2010 Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Project 2010 Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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