

A screenshot of the Microsoft Project software interface. The interface includes a menu bar at the top with options like File, Edit, View, Tools, Window, and Help. Below the menu bar is a toolbar with icons for common actions. The main workspace is divided into several panes: a Task List pane on the left, a Gantt chart area in the center, and a Task Information pane on the right. The Gantt chart area shows a project timeline with tasks represented by bars. The Task Information pane displays details for the selected task. The status bar at the bottom shows the current task's name and duration.

Labels pointing to various components of the Microsoft Project interface include:

- Quick Access Toolbar
- File tab
- Home tab
- Timeline
- Task List
- Task Information
- Vertical Scroll Bar
- Gantt chart
- Horizontal Scroll Bar
- Status Bar
- Gantt spreadsheet
- View menu
- Zoom slider

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.
- **To 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 calendar 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 Interim Plan** 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 Gantt Bar:** 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 settings 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 Task** 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.

References

To Display a View: Click the **Views** tab on the Ribbon and select a view from the **Table** or **Resource Views** groups. Or, click a view button in the status bar of the program window. Or, click the **Table** tab or **Resource** tab on the Ribbon, click the button that appears in the View menu, and select a view.

Blank Chart: This is the default view when you create a chart. It contains only the chart information.

Calendar: Displays dates and durations of a meeting calendar.

Network Diagram: Displays a sequence of steps. Diagram that shows the project's tasks and dependencies.

Resource Sheet: Displays a list of resources and their details in one or columns.

Keywords: Change; Disruptive; Embedded; Social network; Social capital; Social structure

Resource Form: [Complete resource information on a form.](#)

Resource Graphs: Displays a graph of resources and their costs, etc. over time.

Trade Shows: Displays a list of trade shows relevant to your business and contact information.

Final Paper: Develop your final information on a topic

Trade Shows: Displays a list of trade and show events to attend and exhibitors.

Team Flagman: The default message you choose from among selected and rejected items

Therefore, *Chrysothrix* is full of tasks with a sometimes outrageous and daring name.

Traveling South: Chicago is full of people with a Southern attitude and heart.

Blackberry: Extract from a list of more advanced and powerful users.

Keyboard Shortcuts

Tasks in Resource Information	+Ctrl+R = +Ctrl+Q
Assign Resources	+Alt+R = +Ctrl+Q
Help	+F1+
View Context-Sensitive Help	+Ctrl+H = +Ctrl+O
Go To Selected Task	+Ctrl+G = +Ctrl+O +Ctrl+G
Link Selected Task	+Ctrl+L = +Ctrl+Q
Unlink Selected Task	+Ctrl+U = +Ctrl+Q +Ctrl+Q
Zoom In	+Ctrl+=
Zoom Out	+Ctrl+- = +Ctrl+=

Ms Project 2010 Quick Guide

Greg Horine



Ms Project 2010 Quick 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

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

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

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

PRINCE2 2009 Planning and Control Using Microsoft Project 2010 Paul E. Harris,2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects It identifies which PRINCE2™ processes may be handled with Microsoft Project 2010 and how the software may be effectively used to assist in managing a project Paul Harris manual unlocks the power and versatility of Microsoft Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

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 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
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 projects with wiring diagrams and the programs required to complete each one this book covers both the software and
 hardware aspects of each project and will help students create their own innovative prototypes **Geospatial Information**
Handbook for Water Resources and Watershed Management, Volume III John G Lyon,Lynn Lyon,2022-12-21 Volume
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 local and regional scale and is an in depth resource for professionals and the water research community worldwide
Kemper County ICGG Project ,2010 **Experimental Methods in Wastewater Treatment** Mark C. M. van
 Loosdrecht,Per Halkjaer Nielsen,C. M. Lopez-Vazquez,Damir Brdjanovic,2016-05-15 Over the past twenty years the

knowledge and understanding of wastewater treatment has advanced extensively and moved away from empirically based approaches to a fundamentally based first principles approach embracing chemistry microbiology and physical and bioprocess engineering often involving experimental laboratory work and techniques Many of these experimental methods and techniques have matured to the degree that they have been accepted as reliable tools in wastewater treatment research and practice For sector professionals especially a new generation of young scientists and engineers entering the wastewater treatment profession the quantity complexity and diversity of these new developments can be overwhelming particularly in developing countries where access to advanced level laboratory courses in wastewater treatment is not readily available In addition information on innovative experimental methods is scattered across scientific literature and only partially available in the form of textbooks or guidelines This book seeks to address these deficiencies It assembles and integrates the innovative experimental methods developed by research groups and practitioners around the world Experimental Methods in Wastewater Treatment forms part of the internet based curriculum in wastewater treatment at UNESCO IHE and as such may also be used together with video records of experimental methods performed and narrated by the authors including guidelines on what to do and what not to do The book is written for undergraduate and postgraduate students researchers laboratory staff plant operators consultants and other sector professionals

The Future of Agricultural Landscapes, Part II, 2021-03-18 Advances in Ecological Research Part Two Volume 64 the latest release in this ongoing series includes specific chapters on Tropical Ecosystems in the 21st Century Chapters in this volume cover topics such as landscape scale expansion of agroecology to enhance natural pest control a systematic review and ecosystem services and the resilience of agricultural landscapes Provides information that relates to a thorough understanding of the field of ecology Deals with topical and important reviews on the physiologies populations and communities of plants and animals

Massage Therapy Susan G. Salvo, 2015-04-13 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo's Massage Therapy Principles and Practice 5th Edition brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new line drawings in the kinesiology chapter of origins and insertions that match the painted skeletons found in most classrooms It makes the essential principles of massage therapy more approachable and prepares you for success in class on licensing and board certification exams and in a wide range of therapeutic practice settings Clear straightforward approach simplifies complex content for easier understanding Complete anatomy and physiology section in addition to material on techniques and foundations gives you all the information you need in just one book Certification Practice Exam on Evolve mimics the major certification exams in format and content builds confidence and helps increase pass rates Over 700 high quality illustrations including line drawings and halftones clarify difficult concepts in vibrant detail Case studies challenge you to think critically and apply your understanding to realistic scenarios foster open mindedness and stimulate dialogue Profile

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Big Data Management And Analytics Brij B

Gupta,Mamta,2023-12-05 With the proliferation of information big data management and analysis have become an indispensable part of any system to handle such amounts of data The amount of data generated by the multitude of interconnected devices increases exponentially making the storage and processing of these data a real challenge Big data management and analytics have gained momentum in almost every industry ranging from finance or healthcare Big data can reveal key insights if handled and analyzed properly it has great application potential to improve the working of any industry This book covers the spectrum aspects of big data from the preliminary level to specific case studies It will help readers gain knowledge of the big data landscape Highlights of the topics covered include description of the Big Data ecosystem real world instances of big data issues how the Vs of Big Data volume velocity variety veracity valence and value affect data collection monitoring storage analysis and reporting structural process to get value out of Big Data and recognize the differences between a standard database management system and a big data management system Readers will gain insights into choice of data models data extraction data integration to solve large data problems data modelling using machine learning techniques Spark's scalable machine learning techniques modeling a big data problem into a graph database and

performing scalable analytical operations over the graph and different tools and techniques for processing big data and its applications including in healthcare and finance

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