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Microsoft Project 2010 Quick Reference Guide: Creating A Basic Project (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2010 Creating a Basic Project

Starting a New Project

1. Click **File** > **New** > **Project**.
2. Select **Blank Project** and click **OK**.
3. Enter a project name in the **Project Name** field.
4. Click **OK**.

Setting the Project Start Date

1. Click **Project** > **Project Information**.
2. Click the **Start Date** field.
3. Select a date from the calendar.
4. Click **OK**.

Entering a Task

1. Click **Task** > **Enter New Task**.
2. Enter the task name in the **Task Name** field.
3. Click **OK**.

Inserting a Task

1. Click **Task** > **Insert New Task**.
2. Enter the task name in the **Task Name** field.
3. Click **OK**.

Deleting a Task

1. Click **Task** > **Delete Task**.
2. Select the task to delete.
3. Click **OK**.

Setting Task Information in a Task

1. Click **Task** > **Task Information**.
2. Enter the task duration in the **Duration** field.
3. Click **OK**.

Inserting a Task into a Task

1. Click **Task** > **Insert New Task**.
2. Enter the task name in the **Task Name** field.
3. Click **OK**.

Deleting a Task from a Task

1. Click **Task** > **Delete Task**.
2. Select the task to delete.
3. Click **OK**.

Using automatic scheduling

1. Click **Project** > **Task Scheduling**.
2. Select **Automatic**.
3. Click **OK**.

Changing data in one or more rows

1. Click **Task** > **Change Task Information**.
2. Select the task to change.
3. Enter the new information in the **Task Information** field.
4. Click **OK**.

Copying data to adjacent cells

1. Click **Home** > **Clipboard** > **Copy**.
2. Click **Home** > **Clipboard** > **Paste**.

Changing Gantt Chart Appearance

1. Click **View** > **Gantt Chart**.
2. Click **Format** > **Task Style**.
3. Select a task style.
4. Click **OK**.

Printing a Gantt Chart

1. Click **File** > **Print**.
2. Select **Print Range**.
3. Click **OK**.



Synopsis

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.

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