

BrainStorm Quick Start Card for Microsoft Project 2010

Getting Started

Microsoft® Project® 2010 delivers all the tools you need to effectively manage your projects and programs. With a new visually rich project interface and powerful tools like the Team Planner and automatic scheduling, you can spend less time planning your projects and more time managing them. Project 2010 introduces new Microsoft Excel®-like functionality, making planning your projects more intuitive than ever. And since Project 2010 is now part of the Microsoft Fluent User Interface, working in Project is a familiar experience, with features like the Ribbon, Backstage view, and improved right-click menus. Project 2010 makes managing your projects simple, helping you meet crucial deadlines and be successful in whatever you plan.

Backstage View: Click the File tab to save, print, share, or publish your project.

The Ribbon: The fully customizable Ribbon lets you access the features you need to create a project.

Task Sheet: Enter task information into an Excel®-like worksheet.

Status Bar: View information about your project. Right-click to customize the options you want to display.

Quick Access Toolbar: Quickly find frequently used commands on the customizable Quick Access toolbar.

Right-click Menu: Quickly view commonly used commands with expanded right-click menus.

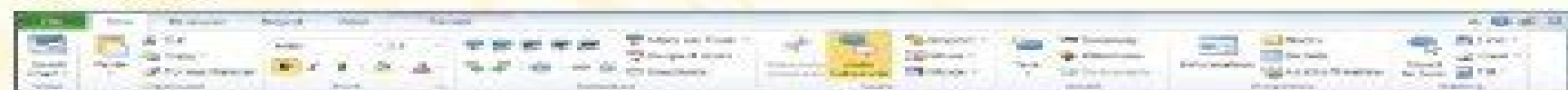
Timeline View: See a color-coded overview of your project schedule.

Gantt Chart: See each task's duration in a graphic chart that updates with your task sheet.

View Box: Change the viewing mode of a project to Gantt Chart, Task Usage, Resource Planning, or Resource Sheet.

Zoom Slider: Zoom in or out of the time-phased part of any view.

The Ribbon



No more digging through menus and dialog boxes to find the tools you need. The Ribbon makes finding your favorite tools simpler than ever. With access to graphical menus and contextual tabs, you never have to guess where your tools are hiding.



THE RIBBON UNDOUNDOES Find all your favorite tools, and customize the Ribbon just the way you want it.

Keyboard Shortcuts

Description	Shortcut Key	Description	Shortcut Key	Description	Shortcut Key
Insert a row	Insert	Move to end of project	Alt+End	Display task information	Shift+F2
Delete a row	Ctrl+Minus Sign	Move to beginning of project	Alt+Home	Show task on Gantt chart	Ctrl+Shift+F3
Insert a task	Alt+Shift+Right Arrow	Scroll one row left	Alt+Left Arrow	Set task to auto-schedule	Ctrl+Shift+A
Outdent a task	Alt+Shift+Left Arrow	Scroll one row right	Alt+Right Arrow	Set task to manual schedule	Ctrl+Shift+M
Show all tasks	Alt+Shift+asterisk	Move to the first field in a row	Home	Turn on/off auto calculate	Ctrl+F9
Show all subtasks	Alt+Shift+Plus Sign	Move to the last field in a row	End	Turn on/off date and selection	F8
Hide all subtasks	Alt+Shift+Minus Sign	Move to the first row	Ctrl+Up Arrow	Display Field Settings dialog box	Alt+F3
Link tasks	Ctrl+F2	Move to the last row	Ctrl+Down Arrow	Activate the menu bar	F10
Unlink tasks	Ctrl+Shift+F2	Activate the entry bar	F2	Activate the control menu	Alt+Spacebar



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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

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Muir,2007-08-13 Microsoft Office Project 2007 All in One Desk Reference For Dummies is a compilation of multiple short reference style books covering Microsoft Project enhanced by the format of a single easy to use task oriented step by step package All in One For Dummies books are made up of multiple minibooks that could each stand alone Each minibook covers one topic completely This book features a companion Web site where readers can download Microsoft Project add ins templates and author generated materials The book also features a gate fold cheat sheet that contains myriad quick reference information tips and shortcuts for reference when using Microsoft Project 2007 The structure of the book is as follows Book I Project Basics Book II Structure of a Project Book III Defining Task Details Book IV Establishing Task Timing Book V Working with Resources and Costs Book VI Communicating Project Information Book VII Resolving Problems with Your Plan Book VIII Tracking Book IX Advanced Project Topics Book X Project in the Enterprise Environment Book XI Project Case Studies

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Done Faster Changing Calculation of Task Values Permitting Overtime for a Task 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 *Microsoft Project 2010 Quick Guide for Beginners* Kugan Panchadsaram,2012-01-01 *Microsoft PowerPoint 2003 Advanced Quick Source Guide* Quick Source,2006-10-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses PowerPoint 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute more advanced commands of the software Advanced topics include Inserting and Editing Shapes Working with Objects including Grouping Aligning Stacking and Rotating and Flipping Objects It also includes topics on Animation and Multimedia including Creating and Modifying Custom Animation Applying and Drawing Motion Paths Inserting an Action Button and Recording Voice Narration It covers Previewing and Rehearsing Slide Shows Custom Shows and Working with Slides It also includes Advanced topic on how to use Text and Templates to create your presentation It also covers Working with Graphics and Working with Photo Albums It also includes Customizing Security and much more This is an excellent companion to the PowerPoint 2003 Quick Reference Guide

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