



# Microsoft Project 2010 Reference Card

**Bonnie Biafore**



## **Microsoft Project 2010 Reference Card:**

**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 Project Management Tools and Techniques Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi

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emulator development tools device orientation tilt and accelerometer sensors multi touch working with Cloud and Web services and more Three complete games are included within the book plus hands on explanations and clear example codes help you gain a deeper understanding of the Windows Phone 7 features so that you can start building a game right away Serves as a comprehensive reference on Windows Phone 7 game development with XNA Game Studio 4 Includes real world examples and anecdotes making this book a popular choice for those taking their first steps into the game development industry Demonstrates how to program for device orientation incorporate Touch Input add music to a game work with 3D and take your game to the marketplace Put your game face on and start designing games for Windows Phone 7 with Professional Windows Phone 7 Game Development

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Journals, 2004-07-01 **Project 2010 For Dummies** Nancy C. Muir, 2010-04-13 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

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