

### Project 2010 Screen



### 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.
- 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 date(s) 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 Baseline** 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 Dialog Box: 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 options 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 Tasks** 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.

### Common Views

**To Display a View:** Click the **View** tab on the Ribbon and select a view from the Task or Resource Views groups. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button list arrow in the View group, and select a view.

**Gantt Chart:** This is the default task view. Displays a task list with bar chart information.

**Calendar:** Displays tasks and durations in a monthly calendar.

**Network Diagram:** Displays a sequence or logic diagram that shows the project's tasks and dependencies.

**Resource Sheet:** Displays a list of resources and their details in rows and columns.

**Resource Usage:** Displays assigned tasks grouped under each resource.

**Resource Form:** Displays resource information in a form view.

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

**Task Usage:** Displays a list of tasks showing assigned resources under each task.

**Task Form:** Displays task information in a form view.

**Task Sheet:** Displays a list of tasks and their details in rows and columns.

**Team Planner:** The default resource view. Choose from more advanced and specific views. **Timeline:** Displays a list of tasks with a baseline schedule and Gantt bars.

**Tracking Gantt:** Displays a list of tasks with a baseline schedule and Gantt bars.

**More Views:** Choose from a list of more advanced and specific views.

### Keyboard Shortcuts

Task or Resource Information	<b>&lt;Shift&gt; + &lt;F2&gt;</b>
Assign Resources	<b>&lt;Alt&gt; + &lt;F10&gt;</b>
Help	<b>&lt;F1&gt;</b>
View Context-Sensitive Help	<b>&lt;Shift&gt; + &lt;F1&gt;</b>
Go To Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b>
Link Selected Task	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Unlink Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b>
Zoom In	<b>&lt;Ctrl&gt; + &lt;+&gt;</b>
Zoom Out	<b>&lt;Ctrl&gt; + &lt;-&gt;</b>

# Microsoft Project 2010 Quick Reference Guide

**Susan G. Salvo**

## **Microsoft Project 2010 Quick Reference Guide:**

*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

*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

**Windows 7 Resource Kit** Mitch Tulloch,2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best

*Microsoft Office Access 2010 QuickSteps* John Cronan,2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful database application Follow along and quickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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

Application Development Nick Lecrenski,Karli Watson,Robert Fonseca-Ensor,2011-04-06 Discover the core concepts essential for developing apps for Windows Phone Silverlight and XNA provide you with a powerful development platform and key tools for programming Windows Phone 7 series applications This book offers a foundation for using the tools required for Windows Phone 7 development including Visual Studio 2010 Express Edition the Windows Phone 7 Series SDK and Silverlight Experienced authors provide you with detailed coverage on developing accordingly for an application s lifetime accessing cloud services and developing notification services Explains how to use the most up to date tools and development platforms to create applications for the Windows Phone 7 Walks you through developing notification services and location services Demonstrates ways to generate revenue by deploying your apps to the Windows Phone Marketplace Details the steps for enabling trial periods for applications and providing updates and new versions of apps If you re eager to get started developing applications for the Windows Phone 7 then this is the beginner guide for you

**Clinicians Pocket Drug Reference 2012** Leonard G. Gomella,Steven A. Haist,Aimee G. Adams,2011-12-22 Everything you need to know when prescribing and administering 1 000 of the drugs most often used in medical practice The Scut Monkey Drug Manual Organized alphabetically by generic drug name Common uses mechanisms of action dosages adult and pediatric precautions contraindications form supplied and notes common side effects Summaries of the FDA s Blackbox precautions and contraindications Includes a listing of the medications organized by drug classification Covers natural and herbal agents Updated to reflect new drugs removal of drugs taken off the market new formulations and changes in approved use of existing medications

**Microsoft Project 2003 Creating a Basic Project Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Project 2003 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching Views Unlisted Views Using Project Guides Entering Tasks Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows Zooming Moving or Copying Changing Gantt Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout and Transferring Data to Other Project Files Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

Microsoft Project 2013 Quick Reference Guide Eric Verzuh,2015-01-31  ,1981 *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 boxes provide an inspirational real world perspective on massage practice from some of the most respected authorities in massage and bodywork. Clinical Massage chapter focuses on massage in clinical settings like hospitals, nursing homes and medical offices to broaden your career potential. Two business chapters loaded with skills to make you more marketable and better prepared for today's competitive job market. Video icons refer you to the Evolve site featuring about 120 minutes of video covering techniques, routines, client interaction sequences and case studies that facilitate the learning process and the practical application of the material. Evolve icons listed in each chapter encourage you to go beyond the lecture and reading assignments and learn more on the Evolve site. Evolve boxes at the end of each chapter list Chapter Extras found on Evolve that reinforce concepts learned in the chapter. NEW Revised line drawing color scheme for origin and insertion matches the painted skeleton found in most classrooms. Maintains consistency and prevents confusion in learning origin and insertion points on the body. NEW Coverage of Thai massage provides up to date content on the most useful in demand modalities that are most often requested by clients and better prepares you for what you will encounter during training and practice. NEW Updated text reflects changes to the new board certification exam so you have the most up to date relevant information and are fully prepared to pass the current exams. NEW Brand new Think About It Webquest and Discussion features in each chapter's Test Your Knowledge section build your vocabulary usage and critical thinking skills necessary for day to day work with clients. EXPANDED More content on pain theories, the neuromatrix model and pain management plus updated guidelines for massage after surgery and injury equips you with essential information when working in rehab. NEW Updated instructor resources featuring more TEACH lesson plan classroom activities and an additional 500 test questions provide instructors with more ways to interact with and test students.

*Microsoft Project 98 : Quick Reference Guide* Nevada Learning Series Inc, 1999    [Professional Visual Studio 2012](#) Bruce Johnson, 2012-11-20 This text focuses on advanced topics and demonstrates the new features of the integrated development environment. Readers will learn the powerful and fascinating techniques without repetitive pedagogical concepts and without feeling the burden of information overload.    *Planning and Control Using Microsoft Project 2010 and PMBOK Guide Fifth Edition* Paul E. Harris, 2014-06-24 This book is principally a

Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office 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 A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter Microsoft 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 primarily a Microsoft Project book and has been written for people learning to use Microsoft Project in a project environment applying the PMBOK Guide Fifth Edition processes It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference between Microsoft Project and other scheduling software Explains some of the more difficult calculations often omitted in other books Includes exercises to reinforce the learning outcomes a large number of screen dumps numerous tips a detailed index and command list at the start of each chapter as a quick reference It has a chapter dedicated to the new functions available in Microsoft Project 2010 About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International a PRINCE2 Registered Practitioner an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software

**Massage Therapy - E-Book** Susan G. Salvo, 2015-03-25 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

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**Pharmacotherapy: A Pathophysiologic Approach, Tenth Edition** Joseph T. DiPiro,Robert L. Talbert,Gary C. Yee,Gary R. Matzke,Barbara G. Wells,L. Michael Posey,2017-01-23 The most comprehensive text available on the use of evidence based medication therapies for optimal patient outcomes updated with the latest breakthroughs and guidelines A Doody s Core Title for 2019 Pharmacotherapy A Pathophysiologic Approach is written to help you advance the quality of patient care through evidence based medication therapy derived from sound pharmacotherapeutic principles The scope of this trusted classic goes beyond drug indications and dosages to include the initial selection proper administration and monitoring of drugs You will find everything you need to provide safe effective drug therapy across the full range of therapeutic categories Presented in full color the Tenth Edition is enriched by more than 300 expert contributors and every chapter has been updated to reflect the latest in evidence based information and recommendations This sweeping updates include tables charts algorithms and practice guidelines This edition is also enhanced by a timely all new chapter on Travel Health Here s why this is the perfect learning tool for students patient focused pharmacists and other health care providers All chapters have been updated to provide the most current

reliable and relevant information possible Key Concepts at the beginning of each chapter Clinical Presentation Tables summarize disease signs and symptoms Clinical Controversies Boxes examine the complicated issues faced by students and clinicians in providing drug therapy Color coded diagnostic flow diagram treatment algorithms dosing recommendations and monitoring approaches clearly distinguish treatment pathways Most disease oriented chapters include updated evidence based treatment guidelines that often include ratings of the level of evidence to support the key therapeutic approaches Edition after trusted edition Pharmacotherapy A Pathophysiologic Approach has been unmatched in its ability to clearly and impartially impart core pathophysiological and therapeutic elements that students and practitioners must be familiar with

## Unveiling the Magic of Words: A Review of "**Microsoft Project 2010 Quick Reference Guide**"

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