

Introduction to Project 2010

What You Will Learn.....	1
Choosing a Microsoft Project Edition	2
Planning a New Project.....	2
Navigating the Project Workspace.....	4
Identifying the Parts of the Screen.....	4
Resizing Parts of the Screen	7
Creating a New Project	8
Entering Project Information	10
Selecting a Calendar	12
Entering Tasks	17
Indenting Tasks.....	18
Adding a Project Summary Task	20
Adding a Note to a Task	22
Choosing Manually Scheduled or Auto Scheduled Task Mode	24
Changing Scheduling Mode.....	25
Changing the Default Scheduling Mode for New Tasks	26
Comparison of Scheduling Differences	27
Setting Task Durations.....	29
Saving Your Project.....	31
Linking Tasks.....	33
Linking Tasks.....	33
Changing the Link Type	35
Evaluating the Effect of Changes to the Project	37
Viewing the Project.....	38
Confirming Default Settings	39
Exercise 1: Creating a Project.....	40
Inserting Tasks	43
Inserting Milestones.....	46
Exercise 2: Editing and Inserting Tasks.....	48

Understanding the Critical Path	49
Viewing the Critical Path.....	50
Using the Gantt Chart to View the Critical Path.....	50
Using Text Styles Formatting To Identify the Critical Tasks.....	51
Using the Schedule Table To Identify Tasks with Slack.....	52
Working with Resources.....	54
Effort-Driven Scheduling.....	54
Creating a Resource List.....	58
Assigning a Resource to a Task.....	61
Viewing Costs.....	66
Fixed Costs.....	68
Setting the Baseline.....	69
Exercise 3: Applying Effort-Driven Property, Adding Resources and Fixed Costs, and Setting the Baseline.....	72
Understanding Task Constraints.....	74
Printing the Project Schedule.....	77
Inserting Columns.....	79
Tracking Progress	82
Marking Tasks as Complete.....	82
Comparing to a Baseline Plan.....	86
Using Filters.....	88
Using AutoFilters.....	89
Viewing the Critical Tasks.....	91
Filtering in the Assign Resources Dialog Box.....	93
Preparing Reports.....	96
Using Predefined Report Formats.....	96
Exercise 4: Tracking and Reports.....	100
Using Other Views.....	101
Displaying a Calendar of Tasks	101
Viewing a Network Diagram.....	103
Viewing Task Usage.....	104
Viewing Resource Usage.....	104
The Timeline View	105

Adjusting the Schedule	106
Decreasing Task Duration.....	106
Changing Task Dependencies.....	108
Making Other Adjustments.....	111
Exercise 5: Summary Exercise	112
Appendix A: Summary of Project Steps.....	114
Appendix B: Solutions to Exercises	116