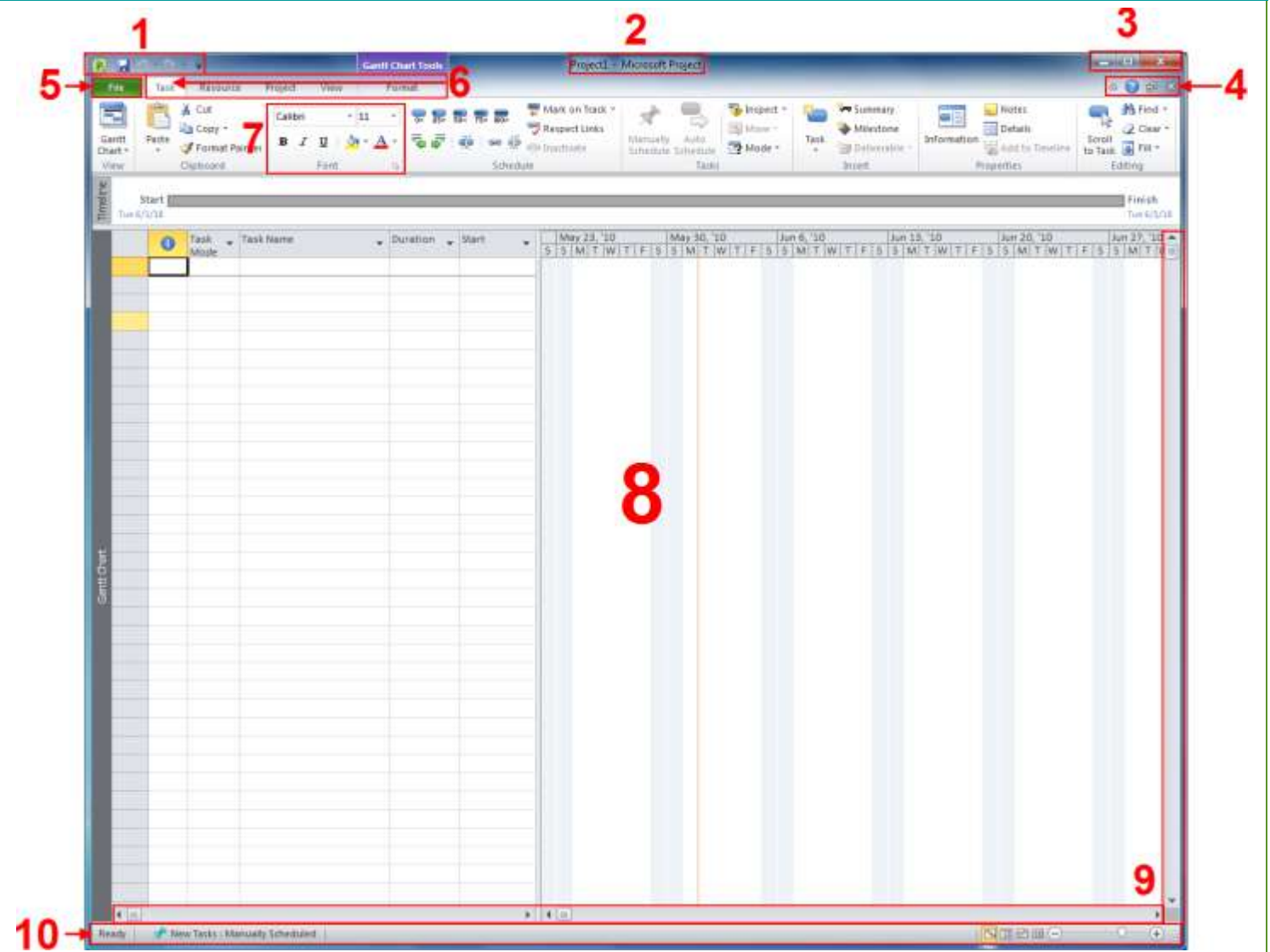


The Project Interface



- | | | | |
|--|--------------|-----------------|--|
| 1: Quick Access Toolbar | 5: File Menu | 8: Working Area | Notice that Project 2010 now uses the ribbon-based interface like other Office applications. |
| 2: Title Bar | (Backstage) | 9: Scroll Bar | |
| 3: Window Controls | 6: Tabs | 10: Status Bar | |
| 4: Minimize the Ribbon, Help, Project Controls | 7: Groups | | |

Entering Basic Project Information

Create a basic project by:

- Entering project information (Project – Project Information)
- Setting up working time (Project – Change Working Time)
- Adding tasks with the Task Entry table (View – Gantt Chart or View – Other Views – Task Entry table)
- Adding resources with the resource sheet (View – Resource Sheet)

Name	Description	Type
As Soon As Possible (ASAP)	All tasks start as soon as possible if you asked Project to schedule from the start date.	Flexible
As Late As Possible (ALAP)	All tasks start as late as possible if you asked Project to schedule from the end date.	Flexible
Start No Earlier Than (SNET)	Specifies the earliest possible date that this task can start.	Semi Flexible
Finish No Earlier Than (FNET)	Specifies the earliest possible date that this task can finish.	Semi Flexible
Start No Later Than (SNLT)	Specifies the latest possible date that this task can start.	Semi Flexible
Finish No Later Than (FNLT)	Specifies the latest possible date that this task can finish.	Semi Flexible
Must Start On (MSO)	Specifies the date that this task must start on.	Inflexible
Must Finish On (MFO)	Specifies the date that this task must finish.	Inflexible

Sorting Data

- Place the information in a particular column in a particular order
- Use the column header menu or View – Sort

Filtering Data

- Show only the information that meets particular criteria or criterion
- Use the column header menu or View – Filter

Highlighting Data

- Highlight data that matches certain criteria
- Irrelevant data still displayed
- View – Highlight

Grouping Data

- Places like items together
- Use the column header menu or View – Group by

Outlining Data

- Tell Project what level of tasks you would like to see
- View – Outline

Project's Duration Abbreviations

Time Measurement

Minute

Hour

Day

Week

Month

Abbreviation

Min

Hr

Day

Wk

Mon

Types of Task Links

Finish to Start (FS)

When the predecessor task finishes, the successor task will start. This is the default link type.

Finish to Finish (FF)

When the task that is depended on (predecessor) finishes, the dependent task (successor) must finish.

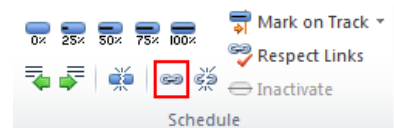
Start to Start (SS)

When task that is depended on (predecessor) starts, the dependent task (successor) must also start.

Start to Finish (SF)

When the task that is depended on starts, the dependent task must finish.

To link tasks, first select them in the task list. Then, click the Link Task command on the Task tab or use the Ctrl + F2 shortcut:



Keyboard Shortcuts

Action	Shortcut
Create a new project	Ctrl + N
Save a file	Ctrl + S
Open a file	Ctrl + O
Print a project	Ctrl + P
Close Project	Alt + F4
Copy text	Ctrl + C
Cut text	Ctrl + X
Paste text	Ctrl + V
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Find text	Ctrl + F
Move to the next cell	Tab
Move to the preceding cell	Shift + Tab
Move to the next row	Down Arrow
Move to the preceding row	Up Arrow
Insert task/resource	Insert
Link selected tasks	Ctrl + F2
Task/resource/assignment info	Shift+F2
Show subtasks	Alt + Shift + = or Alt + Shift + Plus Sign
Indent the selected task	Alt + Shift + Right Arrow
Outdent the selected task	Alt + Shift + Left Arrow
Get Help	F1
Check spelling	F7