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2010. Quick	Summary Task	<u>Summary Tasks</u>
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Screen Common	Driven Tasks	<u>How To Forecast</u>
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Ribbon and select	To Use Project	Top 10 Terms
a view from the	Part 1 MS Project	Project Managers
Task or Resource	2010 - Setting Up	Use Work and
Views groups. Or,	File Properties	Duration in MS
click a view	Microsoft Project	Project 1 The
button in the	2010: Set	Problem working
status bar of the	Baseline Project	with duration in
program window	2010 Tutorial for	ms-project Learn
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Getting Started	To Use Project	In 16 minutes
With Microsoft	Part 2	Flat! Outline
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How to Use	the project start	Microsoft Project
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minutes	Tutorial for	15 Minutes—
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Microsoft Project
2010 Tutorial 1 of
3 Microsoft
Project 2010:
Duration, Units
and Work Time
Fields Microsoft
Project
2010/2013 pt 1
(Tasks) MS
Project 2010
Calendar \u0026
Project Start Date
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Project Part 4 (
Calculating and
Entering
Durations)
Microsoft Project
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Office 2010
Quick
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Card The File
tab replaces
the File menu
and Office
Button found in
previous
versions of
Microsoft
Office. Common
file
management
commands –
Save, Save As,
Open, and
Close – appear
at the top of
the menu.
Ribbon:
Displays the
commands and
tools you need
to perform
various tasks.
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1. Open
Microsoft
Project 2010 2.
Select the File
Tab 3. Select
the New menu
item, click on
the template
icon 4. Select
and download
your template
from Microsoft
Adjust the
Calendar 1.
The default MS
Project
calendar is
called
Standard. To
view and
change this
calendar: With
Microsoft
Project open,
select the
Project Tab on
the to ribbon,
Microsoft Project

2010 - QUT IT Helpdesk MS Project - Introduction Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. Project creates budgets based on assignment work and resource rates. Office 2010 Quick Reference - cu

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ribbon commands,
an extensive list
of the Microsoft
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keyboard
shortcuts, and an
explanation of the
variables that
affect resource
assignments in
Microsoft Project
such as Duration,
Work, Assignment
Units, and Task
Types.

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