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Introduction to
Microsoft Project
2010

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
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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
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Microsoft
Project 2010, an
increasing

number of team members will get involved in the collaborative management of projects. This easy-to-use guide will help even the novice Project user navigate the software's interface. If your IT team is managing even remotely complex initiatives, you probably are using Microsoft Project, the industry-standard project management tool. Ms Project 2010 Quick Reference Guide Microsoft

Project Quick Reference Guide 2010
A milestone is a task that acts as a reference point, marking a major event in the project and which is used to monitor the project's progress. To add a milestone, 1. Click the row below the row of where you want to add your milestone. 2. Select the Milestone icon under the Task tab. The link between the two tasks

Getting Started With Microsoft Project 2010
Project 2010 Creating a Basic Project Quick Reference. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2010. See also our related guide: Project 2010 Managing Complexity. Starting a New Project, Setting the Project Start Date,

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variables that affect resource assignments in Microsoft Project such as Duration, Work, Assignment Units, and Task Types.