

## Ms Project 2010 Quick Reference Guide

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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 ribbon,

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Microsoft Project 2010 Quick Reference Guide. With the release of 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.

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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, Describing a Project, Switching to a Different View, Unlisted Views, Undoing Changes.

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Microsoft Project 2010 is the latest version of Project, a companion project management application for Microsoft Office. This version includes a wide range of changes, including the new ribbon interface. Microsoft Project integrates with all the other Office application you regularly use,

*Getting Started With Microsoft Project 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

*Introduction to Microsoft Project 2010*

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Microsoft® Office 2010 Quick Reference 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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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.

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level. 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:

*Microsoft Project 2010 Quick Reference Guide: Managing ...*

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