

What's New Study Guide

Microsoft Project 2010

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Introduction

Thank you for choosing *What's New Study Guide Microsoft Project 2010*. We designed this book as a quick learning guide to get you up to speed with the new features in Microsoft Project 2010. The content of this book derives from the *Ultimate Study Guide Microsoft Project 2010: Foundations*, (ISBN: 978-1-934240-13-7). Consider obtaining *The Ultimate Study Guide Foundations* for a complete learning experience and reference manual, which includes the new features in Project 2010 presented in context with Project Management Institute (PMI) best practices and project management cycle.

Microsoft Project 2010 introduces exciting new features representing profound changes to the software functionality, including the ability to manually schedule tasks, a feature added to ease the transition for people who use Excel to manage their projects. From the new ribbon-based user interface and backstage, to the incredibly handy new Timeline view, Microsoft Project 2010 is packed with new features and changes that you can use to enrich your scheduling experience.,

The 2010 edition introduces a new planning support feature, the Team Planner view, that provides you with the ability to apply tasks to resources as an alternative to the traditional model of applying resources to tasks. You should also explore Project's new collaborative capability that allows you to publish your tasks to team members through standard SharePoint task lists. The new Inactive Tasks feature allows you to exclude tasks from your project without losing your baseline or the original representation of the task in the Gantt chart.

Numerous smaller and more subtle enhancements round out the changes in Project 2010, making this version the most dramatically changed in more than a decade. This book covers all of these changes in depth. Be sure to download the practice files and work your way through the hands-on lessons. You will be up to speed in no time. Enjoy!

Download the Sample Files

Before working on any of the Hands On Exercises in this book, you must download and unzip the sample files required for each exercise. You can download these sample files from the following URL:

