

What's New Study Guide

Microsoft Project 2010

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Cover Design: Emily Baker
Copy Editor: Tim Clark
Cover Photo: Peter Hurley

ISBN: 978-1-934240-16-8

Library of Congress Control Number: 2010925077

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Published and distributed by Chefetz LLC dba MSProjectExperts, 90 John Street, Suite 404, New York, NY 10038. (646) 736-1688 <http://www.msprojectexperts.com>

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Contents

- Introduction.....vii
- Download the Sample Files.....vii
- Module 01: What’s New – Microsoft Project 2010 User Interface 1**
 - Introducing Microsoft Project 2010 3
 - Understanding the Ribbon.....4
 - Using the Task Ribbon* 4
 - Using the Resource Ribbon* 6
 - Using the Project Ribbon* 7
 - Using the View Ribbon*..... 7
 - Using the Format Ribbon* 8
 - Collapsing the Ribbon* 10
 - Using the Backstage (File Tab)..... 11
 - Using Navigation Features..... 24
 - Using Shortcut Menus*..... 24
 - Using Built-In Keyboard Shortcuts* 26
 - Zooming the Timescale Bar* 26
 - Using the Zoom Slider* 28
 - Customizing the User Interface 29
 - Customizing the Ribbon*..... 29
 - Customizing the Quick Access Toolbar*..... 35
 - Importing/Exporting a Custom Ribbon* 41
- Module 02: What’s New – Views, Tables, Filters, and Groups 45**
 - Reviewing the Microsoft Project Data Model..... 47
 - Understanding New Views..... 47
 - Applying a View*..... 49
 - Understanding Changes to the Default Tables..... 50
 - Applying a Table* 51
 - Understanding New Filters..... 52
 - Applying a Standard Filter* 52
 - Applying a Highlight Filter* 53
 - Understanding New Groups 55
 - Applying a Group* 56
- Module 03: What’s New – Project Planning..... 61**
 - Creating a New Project from a Template 63
 - Creating a New Project from a SharePoint Task List* 63

Contents

<i>Creating a New Project Using an Office.com Template</i>	66
Defining a New Project.....	68
Setting Project Options	69
<i>Setting the Task Mode Option</i>	69
<i>Setting Options in the Project Options Dialog</i>	70
<i>Setting General Options</i>	71
<i>Setting Display Options</i>	72
<i>Setting Schedule Options</i>	74
<i>Setting Proofing Options</i>	79
<i>Setting Save Options</i>	81
<i>Setting Language Options</i>	82
<i>Setting Advanced Options</i>	83
<i>Setting Add-Ins Options</i>	86
<i>Setting Trust Center Options</i>	87
Saving a Project as an Alternate File Type	92
<i>Saving a Project File as a PDF or XPS Document</i>	94
<i>Understanding Reduced Functionality with Older Project File Formats</i>	96
<i>Opening a Project Created in an Older Version of Microsoft Project</i>	98
Saving a Project to SharePoint	100
Sharing a Project via E-Mail.....	105
Module 04: What's New – Task Planning	107
Auto-Wrapping Task Names.....	109
Inserting Summary Tasks.....	109
<i>Inserting a Summary Task for Selected Tasks</i>	110
Inserting a Milestone Task	111
Using Manually Scheduled Tasks	112
<i>Linking Manually Scheduled Tasks</i>	114
<i>Understanding Schedule Warnings and Suggestions</i>	117
<i>Using the Respect Links Feature</i>	118
<i>Using the Task Inspector</i>	118
<i>Creating a Manually Scheduled Summary Task</i>	120
Understanding Task Scheduling Changes	122
Module 05: What's New – Resource and Assignment Planning	123
Inserting New Resources in the Resource Sheet View	125
Assigning Resources to Tasks.....	126
<i>Using the Task Entry View</i>	126
<i>Using the Assign Resources Dialog</i>	127
Using the Team Planner View	131

<i>Leveling an Overallocated Resource in the Team Planner View</i>	133
<i>Dragging Tasks in the Team Planner View</i>	135
<i>Changing Schedule Information in the Team Planner View</i>	137
<i>Customizing the Team Planner View</i>	140
<i>Printing the Team Planner View</i>	144
Detecting and Resolving Resource Overallocations	146
Module 06: What’s New – Project Execution	151
Rescheduling an Unstarted Project.....	153
Rescheduling a Task.....	156
Setting Tasks to Inactive	159
Understanding the Peak Field	163
Synchronizing with a SharePoint Tasks List.....	169
<i>Adding Fields to the Task Synchronization Process</i>	175
<i>Reporting Progress Using a SharePoint Tasks List</i>	181
Module 07: What’s New – Reporting	187
Using Enhanced Copy and Paste.....	189
Understanding New Fields	193
<i>Using the Active Field</i>	194
<i>Using the Task Mode Field</i>	194
<i>Using the Scheduled Fields</i>	195
<i>Using the Warning Field</i>	196
<i>Using the Baseline Estimated Fields</i>	197
Formatting the Gantt Chart.....	202
<i>Using the Format Tools</i>	202
<i>Using the Columns Tools</i>	205
<i>Using the Bar Styles Tools</i>	207
<i>Using the Gantt Chart Style Tools</i>	212
<i>Using the Show/Hide Tools</i>	212
<i>Using the Drawing Tools</i>	214
Formatting Other Views	217
Using the Timeline with the Gantt Chart View	218
<i>Adding a Task to the Timeline</i>	220
<i>Formatting the Timeline View</i>	221
<i>Adding Tasks Using the Contextual Format Ribbon</i>	225
<i>Exporting the Timeline View</i>	229
Creating a New View	231
<i>Creating a New Table</i>	232
<i>Creating a New Filter</i>	234

Contents

Creating a New Group 234

Creating the New View 237

Using the Add New Column Feature 242

Creating a New View by Customizing an Existing View 248

Resetting a Default View after Customization 250

Using Visual Reports Improvements 252

Using New Features in the Compare Project Versions Tool 256

Index **261**

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:

