



# **Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)**

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# Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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## Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2007. 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:

Starting a New Project, Setting the Project Start Date, Describing a Project, Switching to a Different View, Switching to an Unlisted View, Undoing Changes, Entering Task Information in a Sheet, Entering or Changing a Task Duration, Using Automatic Scheduling, Sequencing All Tasks Quickly, Unlinking Tasks, Changing Data in One More Rows, Inserting a Task, Deleting Rows, Zooming in a View, Moving or Copying Items, Copying Data to Adjacent Cells, Changing Gantt Chart Appearance, Reviewing SmartTags, Setting the Calendar, Creating a New Group Calendar, Entering a Resource, Entering a Cost Resource, Entering a Consumable Resource, Booking a Resource to a Task, Using Resource Driven Scheduling, Saving the Baseline, Showing Planned vs. Actual in the Gantt Chart, Displaying the Project's Statistics, Changing the Progress of a Single Task, Changing Progress of Several Tasks, Setting Up a Printout, Previewing a View, Printing a View, Previewing or Printing a Report, Transferring Data to Other Project Files.

This guide is one of two titles available for Project 2010: Project 2010 Creating a Basic Project, Project 2010 Managing Complexity.

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