

## MICROSOFT PROJECT 2010 TUTORIAL 1—CREATING THE WORK BREAKDOWN STRUCTURE (WBS)

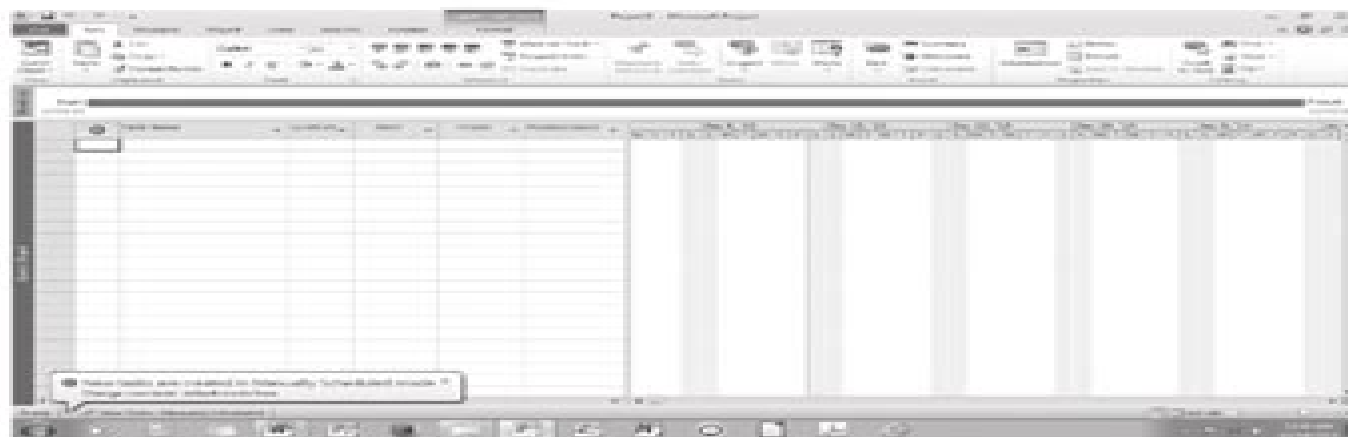
### Introduction

In this tutorial, you will learn some basic skills that will help you to create a work breakdown structure (WBS) using Microsoft Project 2010 (MSP). MSP has been around for a long time and is one of the most popular software project management tools around.

### Starting Microsoft Project

Although different computers can be set up in different ways, you can start MSP by clicking the Windows START Button and then opening MSP. If MSP does not have its own icon, you can probably find it under Microsoft Office.

Once you open MSP, you should see a screen similar to the one below.



### Navigating the Menus and Icons

If you are a user of Microsoft Office, the MSP screen should look familiar to you. Take a few moments to familiarize yourself with the MSP menu and icons. The Ribbon is the newest feature for the Office 2010 suite, and MSP10 has a similar interface.

# Microsoft Project 2010 User Manual

**Paul E. Harris**



## Microsoft Project 2010 User Manual:

Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs *Project Management Absolute Beginner's Guide* Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school *Altova® DatabaseSpy 2010 User & Reference Manual* , **Project Management** Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the

planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes

*Planning and Scheduling Using Microsoft® Project 2010* Paul E. Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment

*Project Management Tools and Techniques* Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi

**Project Management ToolBox** Russ J. Martinelli, Dragan Z. Milosevic, 2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

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**Microsoft Project 2010 - Fast Learning Handbook** Rosario Rizzo, 2014-01-31 A handbook full of pictures 249 images and 193 pages extensively commented using a clear and simple language that will lead to an easy understanding of the main concepts and functionalities which are effectively needed in your daily use of Microsoft Project

2010 As the Fast learning handbook subtitle suggests this handbook goes straight to the heart of the matter and never leads the reader to drift away from which are the key concepts and from how MS Project 2010 works If you have been using for years the previous versions of Project this handbook will help you lose the bad habits you picked up while using this sophisticated program and will suggest the right approach for the future This Microsoft Project 2010 handbook I have written focuses on the main aspects of the most sophisticated software available for handling projects in any area building production finance credit non profit and so on One of the reasons of the appreciation many customers have expressed is due to the fact that this guide aims at teaching how to use these functionalities and it is not an astonishing list of details that is typical of most books about Project have you in mind the 500 or more page books you can see in the bookshops [Microsoft Project 2010 Quick Reference Guide](#) Beezix, Inc Staff, 2011-04-15 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 Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **SharePoint® 2010 Field Guide** Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software **What's New Study Guide to Microsoft Project 2010** Dale A. Howard, Gary L. Chefetz, 2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors [Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition](#) Paul Eastwood Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for

new planners to learn the software      **What's New Study Guide Microsoft Project 2010 EU Edition** Gary Chefetz,Dale Howard,2010-10-01      **The ASQ Certified Software Quality Engineer Handbook** Linda Vogel song Westfall,2025-01-05

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Microsoft Office Project 2013 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter Microsoft Project 2013 is an extensive software update with many new functions and as a result this is a complete rewrite of the author's previous book It is primarily a Microsoft Project book and has been written for people learning to use Microsoft Project in a project environment applying the PMBOK Guide Fifth Edition processes BOOK REVIEWS Project Management tools and standards keep evolving so it is great to see the Paul Harris books are also evolving Paul has been writing these excellent references for some time now but the quality and depth of content just keeps getting better and better There is plenty of information out there in the internet relating to PMBOK and MS Project but none as comprehensive and in depth as this book Covering the PMBOK process steps relating to scheduling it explains both the how and the why when it comes to MS Project Sure you can self teach sure you can trawl the internet discussion forums The smart investment of time and effort is in one of Paul's books They meet the needs of the novice right through to the advanced user helping people plan update and report consistently The book is a guide it is a reference it is a self paced training course it is so much more Martin Vaughan Director Core Consulting Group Melbourne AU About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International a PRINCE2 Registered Practitioner an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software *The Software Encyclopedia* ,1997

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