



MICROSOFT PROJECT 2010

COURSE SUMMARY NOTES

Microsoft Project 2010

What is Project 2010?

Project 2010

- **Microsoft Project 2010** is Microsoft's answer to project management. It provides all the tools you need for effective **planning, tracking, problem solving, sharing,** and **completing** a project in keeping with conventional management principles and practices.

It can be used for a project of any size. It simply provides a framework to start with, as well as the means to organise and manage effectively. It is like having a project management assistant.

- **In this session** you will learn how to use the basic features of Microsoft Project to manage your projects. By the end of the session you will be able to:
 - **Enter tasks** and their duration
 - **Modify** tasks
 - Create **dependencies** between tasks
 - Create a list of **resources** and assign them to tasks
 - View **reports** and **track** the progress of your project

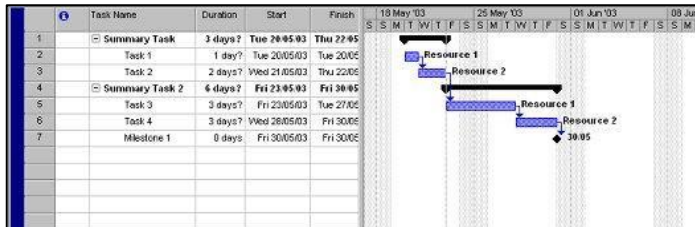
The Project 2010 Environment

Starting Project 2010

- We will begin by opening Project 2010.
 - Click on **Start**.
 - Click on **Programs**.
 - Click on **Microsoft Office**.
 - Click on **Microsoft Office Project 2010**.
- Project 2010 opens with a new blank project displayed in the default **Gantt Chart** view.

The Gantt Chart View

- The Project file has been opened in **Gantt Chart** view.
- The **Gantt Chart** view is Project's default view. It consists of a **Gantt table** (on the left) and a **Gantt Chart** (on the right). The **Gantt table** is made up of **columns** of information, and the **Gantt Chart** is the **graphic representation** of the information entered.









- The **Gantt Chart** view is useful for entering **task information** and for viewing the **timing** and **relationship** between tasks.
- The **Gantt table** on the left displays information in columns such as:
 - **Task Name** – showing the different tasks and subtasks which are involved in the project
 - **Duration, Start and Finish** - The estimated duration of each of the tasks or subtasks, including start and finish dates
 - **Predecessors** – Indicates the relationship of a subtask to other tasks, if any exists
 - **Resource Names** – displays the resources assigned to each task or subtask, e.g. personnel or materials.

Note: we will consider each of these categories in more detail later on in this session.
- The two windows on your screen can be resized so that you can view a larger or smaller portion of the window. To resize, simply hover your mouse cursor over the grey vertical divider until it becomes a double-headed arrow. Click and drag the line until it is in the position you desire.
 - Practice this now by clicking and dragging the vertical divider to the **left**, to decrease the size of the **Gantt table** on the left, and increase the size of the **Gantt Chart** on the right.

Finish	18
Thu 22/05	S S
Tue 20/05	
Thu 22/05	←→
Fri 30/05	
Tue 27/05	
Fri 30/05	
Fri 30/05	

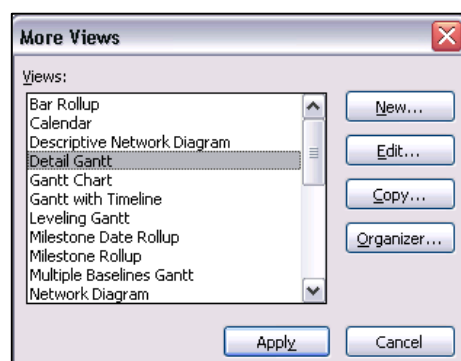
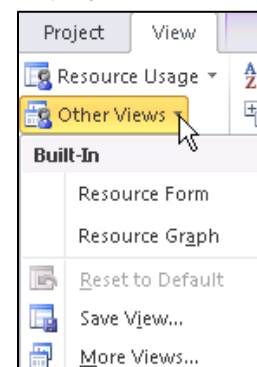
How the Gantt Chart Displays Information


- You will notice that the **Gantt Chart** displays different types of task in different ways. The most common of these are outlined below:

Type of Task	Description	Gantt Chart Representations
Normal	All tasks that are not milestones or summary tasks.	Blue bar 
Milestone	Either a task with a zero duration , or a task that has been designated as a	Black diamond 
Summary	Tasks that represent the duration of the tasks subordinate to them in an outline.	Black bar 
Critical*	A task or series of tasks that must be completed on schedule in order for a project to finish on schedule.	Red bar 
Finished	Tasks for which an actual finish date has been entered or that have been marked 100% complete.	Blue bar with black centre 
In Progress	Tasks for which an actual start date but not an actual finish date, has been entered.	Blue bar with black progress line 

* **Note:** to view the **critical** tasks in **Gantt Chart** view you need to display the **Detail Gantt** chart. To do this:

- Click on the **View** tab towards the centre of the **Ribbon**.
- Click on the down-arrow to the right of **Other Views** in the **Resource Views** group towards the centre of the **Ribbon**.
- Click on **More Views**.
- Select **Detail Gantt** in the **More Views** dialogue box.
- Click on **[Apply]**.

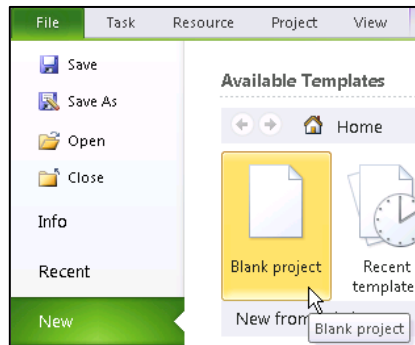


- Now close the file, by clicking on the lower grey **Close** button  at the top right of the screen.
- When the dialogue box appears asking you if you would like to save the changes, choose **[No]**.

Defining the Project

Starting a New Project

- We will now start a new project; to do this:
 - Click on the **File** tab at the left of the **Ribbon**.
 - Click on **New**.
 - Double-click on **Blank project** below the **Available Templates** heading.

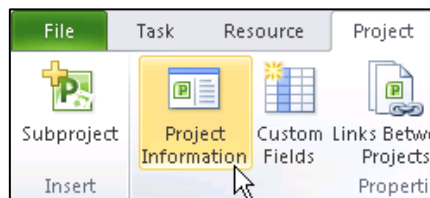


Note: Alternatively you may use the default blank presentation that displays when Project is first accessed. However, it may be preferable to follow the above procedure if you wish to be sure that the file is completely new.

Entering Start and Finish Dates

Inputting Start and Finish Dates

- The first step in starting a new project is establishing basic project information. The **start** or **finish date** is what you will use to anchor your project. Your schedule will be built around either the start date or the finish date that you choose.
- The start and finish date information is entered in the **Project Information** dialogue box, which we will open now. To do this:
 - Click on the **Project** tab around the centre-left of the **Ribbon**.



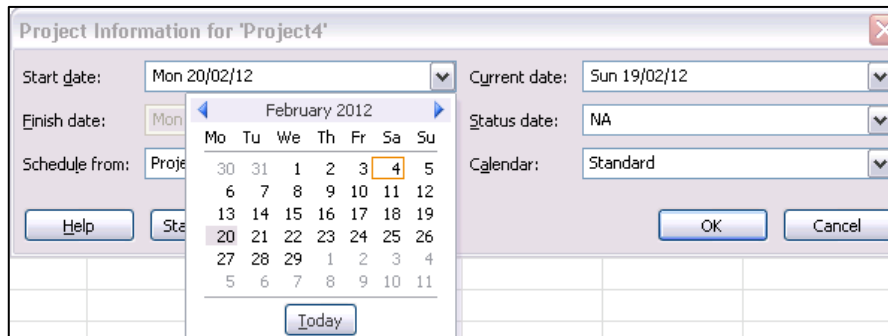
- Click on **Project Information** in the **Properties** group at the left of the **Ribbon** to display the **Project Information** dialogue box.

A screenshot of the 'Project Information for 'Project4'' dialog box. The dialog box has a title bar with a close button. It contains several fields and dropdown menus:

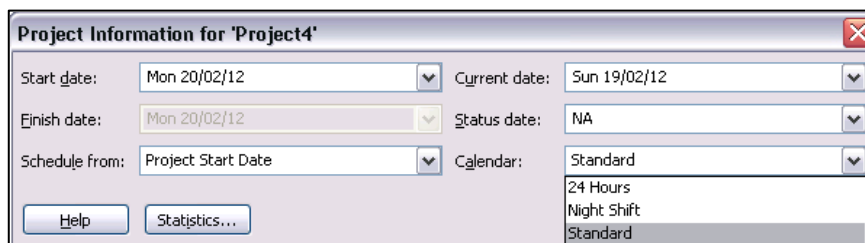
- Start date: Sat 04/02/12
- Current date: Sat 04/02/12
- Finish date: Sat 04/02/12
- Status date: NA
- Schedule from: Project Start Date
- Calendar: Standard

At the bottom, there are buttons for 'Help', 'Statistics...', 'OK', and 'Cancel'.

- Depending on what you choose from the **Schedule from:** drop-down menu (**Project Start Date** is the default), either the **Start date:** or **Finish date:** will be available for you to enter a date into.
- You can either **type** in the date, or click the down-arrow to display a pop-up **calendar** to select a date.
- Typically, the other fields (**Current date:**, **Status date:** and **Calendar:**) can be left as the default values.
 - In this case use the drop-down calendar in the **Start date:** field to select **Monday, February 20, 2012**



- We will also set the **Current date:** so that we can easily see the project's start date. Therefore use the drop-down calendar in the **Current date:** field to change the date to **Sunday, February 19, 2012**
- Project supplies three basic calendars (**Standard, Night Shift** and **24 Hours**)
 - In this case ensure that **Standard** is selected from the **Calendar:** drop-down menu.



- Click **[OK]** to close the **Project Information** dialogue box.
- You will be returned to the **Gantt Chart** view where you will notice that the dates you specified in the **Project Information** dialogue box are now displayed in the **Gantt Chart**.
- **Note:** The **Status date:** is used to record when the project was updated to reflect changes in task durations, costs etc, and is used to identify differences between what was expected and what actually happened.
- **It should be noted that all of this** information can be changed at any time throughout your project, which can be useful in trying out "what-if" scenarios in the planning stage.

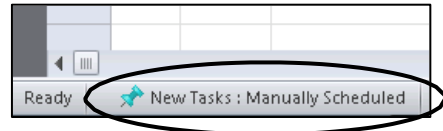
Entering Tasks

Tasks are the specific activities that must be completed in order to finish your project (i.e. a 'to-do' list).

Your task list is the backbone of your project plan. It is essential to create your task list as **comprehensively** as possible because if a required task is omitted, you may not be able to achieve all of your goals. It is beneficial to create your task list in approximately the same **order** as the tasks will be performed, although it is not necessary to be completely accurate as there are ways to **edit, add, delete** and **move** tasks.



Automatic versus Manual Scheduling

- In contrast to previous versions which automatically arranged the scheduling of tasks, Project 2010 offers the facility to manually arrange the scheduling of tasks.
- This may be useful where you want full control over the scheduling of your project's task. However, for our current project we will let Project do the scheduling for us.
- As Project 2010 applies Manual Scheduling by default we now need to change this to Automatic Scheduling. To do this:
 - Click on the **New Tasks: Manually Scheduled** button at the left of the status bar at the bottom of the screen.
 - Select **Auto Scheduled – Task dates are calculated by Microsoft Project** from the menu that displays.



Entering Tasks

- There are a couple of ways to enter a new task. The first is to click in the **Task Name** column in the first empty row of the **Gantt table** and enter the task name.
- After you accept the information, the task is assigned an **ID number** that is displayed in the far left column. This is useful for establishing relationships between tasks, such as successors and predecessors.
- Project uses **1 day** as the default length for estimated task durations. Project notifies you that this is an estimated date by displaying a question mark (?) at the end of the entry.
If your estimate for the duration of your task is different than one day, you can change it, however we will leave these default **start** and **finish** dates as they are for now (amending start and finish dates will be covered later on in this session).

	 Task Mode	Task Name	Duration	Start	Finish
1		Write Brochure	1 day?	Mon 20/02/12	Mon 20/02/12

Note: the other type of duration that project can display is an actual duration, which shows the span of actual working time for a task so far, in other words once a task is actually underway.

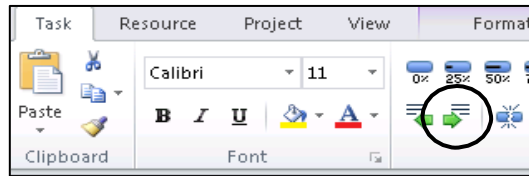
- Click on **Save** in the **Quick Access Toolbar** at the top-left of the screen to save the changes.

Entering Subtasks

Entering Subtasks

- **Subordinate tasks**, or **subtasks**, are used to break large tasks into smaller units until you reach the level of detail you want. This can be useful in the displaying and printing of your project.
- By breaking large tasks into smaller, more manageable tasks, you may be able to schedule them to run concurrently, and thereby reduce both the duration of the task and the duration of the project.
- To make our new task a **subtask** of another task:
 - Ensure that **subtask (to be)** is selected by clicking on it if necessary.

- Click on the **Task** tab at the left of the **Ribbon**.
- Click on the **Indent Task** button in the **Schedule** group at the centre-left of the **Ribbon**.



- You should notice that the higher-level task has now become what is known as the **summary** task, and its representation in the **Gantt Chart** has changed to reflect this.

	i	Task Mode	Task Name	Duration	Start	Finish	'12										
							W	T	F	S	S	M	T	W	T	F	
1			- Write Brochure	1 day?	Mon 20/02/12	Mon 20/02/12											
2			Research New Product	1 day?	Mon 20/02/12	Mon 20/02/12											

Editing the Notes for a Task

- Once a Note has been added to a task it is easy to edit it, for example to include updated details. To do this:
 - Double-click on the Notes icon in the Information column to the left of the **Create an Outline** task.
 - The **Task Information** dialogue box opens displaying the **Notes** pane.
 - Make any necessary changes and when you have finished click on click on **[OK]** to close the dialogue box.

Inserting, Moving and Deleting Tasks

- **To insert an additional task between two existing tasks**
 - Right-click on the **ID number below** the position you want to insert the new task.
 - Select **Insert Task** from the menu that displays. A new blank row is created.
 - Click within the new cell under the **Task Name** heading to obtain an insertion point.
 - Enter the name for the new task.
 - Press **[Enter]** to accept the change.
- **To move a task**
 - Click on the **ID number** for the task that you want to move to select the entire row.
 - Now click **again** on the ID number and drag the task to its new position. As you do so a grey horizontal bar displays to indicate where the task will be positioned.
 - When you are happy that it is in the correct place release the mouse button.
- **To delete a task**
 - Click on the **ID number** for the task that you want to delete.
 - Press **[Delete]** on the keyboard. The task is deleted.

Creating Dependencies

Establishing Dependencies

- **Dependencies** are a way to link tasks together in order to describe which tasks must precede or succeed one another – in other words, **some tasks must start or finish before another task can begin or end**. Creating dependencies allows Project to create a flexible time framework relative to the task preceding or succeeding it.
- There are two types of tasks in a dependency. A **predecessor** task must occur before another task. A **successor** task must occur after another task.
- There are four different types of dependencies (or linkages) that can be assigned to a task or tasks. These are described below.

Dependency	Description
Finish-to-Start (FS)	This is the most common type of relationship. The start of one task begins as soon as its predecessor finishes. The successor can't start until the predecessor finishes.
Start-to-Finish (SF)	This requires the successor task is completed after its predecessor starts. That is, the successor task cannot finish until the predecessor task starts. This relationship is rarely used, although it may be necessary in unusual instances. E.g. Employees can start using a new procedure only after they have finished being trained.
Start-to-Start (SS)	This is where the successor cannot start until the predecessor starts. The tasks can happen simultaneously, but the predecessor has to have started in order for the successor to start. E.g. One you start to receive results you can start to process them.
Finish-to-Finish (FF)	This is where the successor can't finish until the predecessor finishes. The tasks can happen simultaneously, but the predecessor has to have finished in order for the successor to finish. E.g. The computer installation is finished at the same time as employees finish moving in so that they can start work immediately

Resources

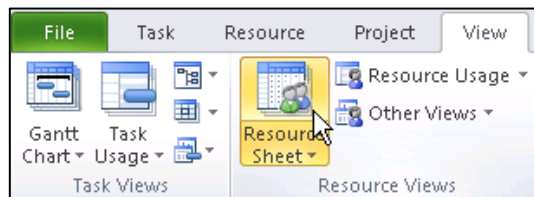
Creating a Resource List

Creating Resources

- Resources are **people**, **supplies** and **equipment** that you need to use to accomplish your tasks and goals.
- Project uses the resource information you provide to make the **schedule** for your project – typically the more resources you assign, the shorter the duration of the project will be. This is because a task is completed faster when there are more people or materials assigned to it.

Using the Resource Sheet View

- One of the best ways to enter resources is by using the **Resource Sheet** view, which we will open now. To do this:
 - Click on the **View** tab at the centre-left of the **Ribbon**.
 - Click on **Resource Sheet** (not the down-arrow) in the **Resource Views** group towards the left of the **Ribbon**.



- The **Resource Sheet** view is useful for viewing, entering and editing resource information. It contains detailed resource information in a **worksheet** format.

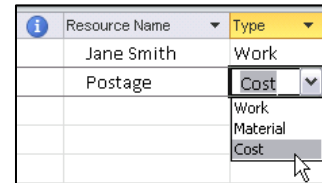
Setting the Resource Type

- Once you have entered a resource you should notice that Project has assigned some default values to the resource, of which one of these is the resource **Type**.
- Project allows you to choose either **Work** (human resources), **Material** or **Cost** as the resource **Type**.

Note: Do be aware that if the file is viewed in Project 2003 any **Cost** type is converted to **Material**. Therefore do not use this option if sharing the file with anyone using this earlier version.

- We will now change the resource Type for **Postage** to **cost**. To do this:

- Click in the **Type** column to the right of **Postage**.
- Select **Cost** from the drop-down list.
- Click anywhere away from the cell you have just updated.

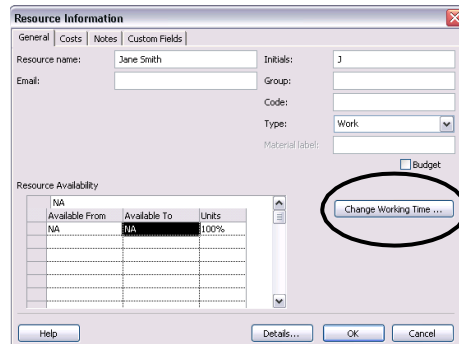


- Click on **Save** in the **Quick Access Toolbar** at the top-left of the screen to save the changes.

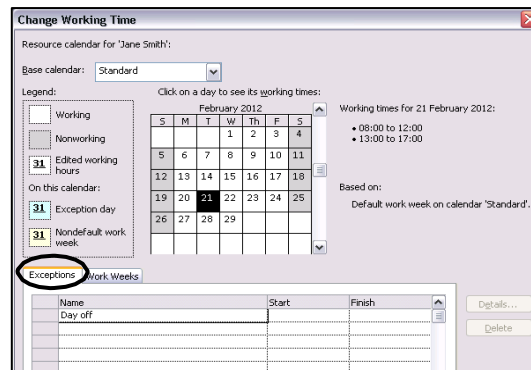
Entering Working Time

Entering Working Time

- Where necessary you can customise a resource's availability during the project by modifying their project calendar.
- To customise a calendar:
 - Open the **Resource Information** dialogue box by double-clicking on the Resource Name in the **Resource Sheet**.



- Click on the **General** tab and click on the [**Change Working Time**] button at the right of the dialogue box.
- Ensure that **Standard** is selected in the **Base calendar:** panel.
- If necessary use the **scroll bar** to the right of the calendar to scroll to **February 2012**.
- Click on the date **21 February 2012**. This is going to be an **Exception Day** i.e. a day away from work, or nonworking day, for our resource.



- Ensure the **Exceptions** tab towards the bottom of the dialogue box is selected.
- Click in the **Name** panel and type in a reason for not being available on that date. In this case enter **Day off**.
- Click in the panel at the right under the **Start** heading. **21 February 2012** will automatically be entered.
Note: If this occurs regularly, click on [**Details**] to the right of the panel and specify how often this occurs in the **Recurrence pattern** panel.
- Click on [**OK**] to close the **Change Working Time** dialogue box.
- Click on [**OK**] to close the **Resource Information** dialogue box.

Entering Costs

Entering Rates

- It is important to enter **rates** for a resource, even if they are estimates, as this allows Project to calculate the overall cost of a project.
- The cost of a resource may increase or decrease during the life of your project, and you need to be able to reflect these changes.
- You can enter some rates for a resource. To do this:
 - In the **Resource Sheet** double-click to select the **Std. Rate** cell for the resource to open the **Resource Information** dialogue box.
 - Click on the **Costs** tab.

Resource Information

General **Costs** Notes Custom Fields

Resource Name: Jane Smith

Cost rate tables

For rates, enter a value or a percentage increase or decrease from the previous rate. For instance, if a resource's Per Use Cost is reduced by 20%, type -20%.

A (Default) B C D E

Effective Date	Standard Rate	Overtime Rate	Per Use Cost
--	20.00/h	30.00/h	0.00

Cost accrual: Prorated

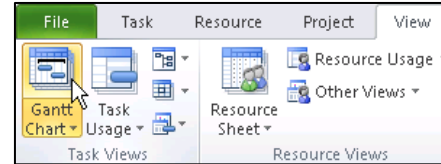
Help Details... OK Cancel

- Type in the **Standard Rate** column to record the normal pay rate.
 - Press **[Enter]** to accept the entry.
 - Enter an **Overtime Rate** if required.
 - Press **[Enter]** to accept the entry.
 - When you have finished click on **[OK]** to close the dialogue box.
- Click on **Save** in the **Quick Access Toolbar** at the top-left of the screen to save the changes.

Assigning Resources

- Now we have entered some resources information we can assign these resources to particular parts of your project. To do this:

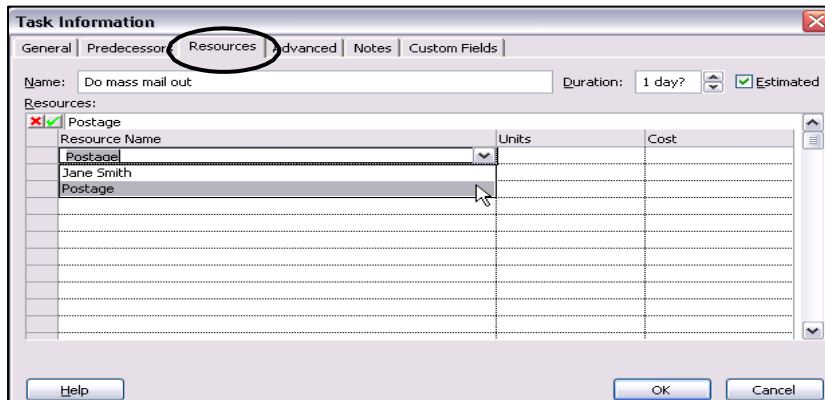
- Begin by redisplaying the Gantt Chart by clicking on the **View** tab at the centre left of the **Ribbon**.
- Then click on **Gantt Chart** (not the down-arrow) in the **Task Views** group at the left of the **Ribbon**.




- In the **Gantt Chart** view, click on the **Resource Names** column for the **Research New Product** task.
Note: If necessary resize the **Gantt table** to fully view the **Resources Names** column by dragging the vertical divider to the right.

Finish	18
Thu 22/05	S S
Tue 20/05	
Thu 22/05	
Fri 30/05	
Tue 27/05	
Fri 30/05	
Fri 30/05	

- Click on the down-arrow and select from the list that displays to associate to this task.
- Press **[Enter]** to accept the change.
- Another way of achieving this is by using the **Task Information** dialogue box.
- Double-click on the task to open the **Task Information** dialogue box.
- Click on the **Resources** tab.



- Click within the first blank cell below the **Resource Name** heading to obtain an insertion point and then click on the drop-down arrow that appears to the right of the panel.
- You will notice that the names of the resources that you have assigned have appeared in the **Gantt Chart** to the right of the tasks to which they relate.
- Now close the file, by clicking on its lower grey **Close** button . When the dialogue box appears asking you if you would like to save your changes, choose **[No]**.

Updating and Tracking Projects

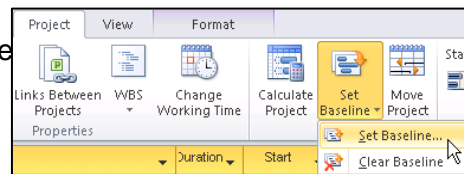
Setting the Baseline

Understanding Baselines

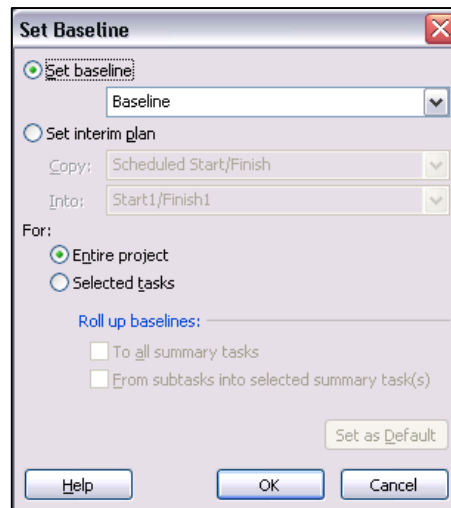
- The **baseline** is a picture or image you capture of the project plan the moment planning is complete.
- It is used to track the **planned** progress of the project against the **actual** progress. It provides a point of reference when tracking your project.
- With smaller projects, one baseline is usually sufficient because planning is usually close to what actually happened. With larger projects, however, several baselines may be required because projects can move far off the planned path. Project 2010 allows you to save **11 different baselines** and **11 interim plans**.

Setting the Baseline

- We will now set a Baseline to record the current position of the project. To do this:
 - Click on the **Project** tab towards the left of the **Ribbon**.
 - Click on **Set Baseline** in the **Scheduling** group at the centre of the **Ribbon** to display a menu.
 - Select **Set Baseline** to display the **Set Baseline** dialogue box.



- Ensure that the **Set Baseline** check box displays a check mark.



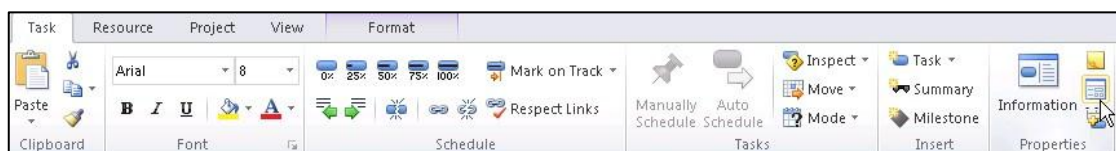
- In this case we want to record the entire project, so ensure that the **Entire project** check box under the **For:** heading displays a check mark.
- Click **[OK]** to save the baseline information and close the dialogue box.

Recording Actuals - Tasks

- Once a project is underway, it is important to collect and record data on task progress to show what has **actually** occurred. This allows Project to automatically reschedule the remaining tasks and gives tangible ways to measure progress (when compared to the baseline).
- When **updating** and **recording actuals** the **Gantt Chart** is the best view to work from.

Setting Actual Start and Finish Dates

- Recording the **actual** start or finish date of a task is critical to the overall finish date of the project. If tasks are finishing on time, the project is likely to finish on time, and conversely, if tasks are completed behind schedule, the project is likely to finish behind time.
 - Click on the **Task** tab at the left of the **Ribbon**.
 - Click on the **Display Task Details** button at the right of the **Properties** group on the **Ribbon**.



- The **Task Details Form** appears in the bottom half of the screen.

- In the top pane of your screen, select the task in question by clicking within it in the **Task Name** column.

ID	Task Name	Duration	Start	Finish	Predecessor
1	- Write Brochure	5 days?	Mon 21/02/11	Fri 25/02/11	
2	Research New Product	1 day?	Mon 21/02/11	Mon 21/02/11	
3	Create an Outline	1 day?	Tue 22/02/11	Tue 22/02/11	2
4	Write a Rough Draft	2 days?	Wed 23/02/11	Thu 24/02/11	3
5	Edit Rough Draft	1 day?	Fri 25/02/11	Fri 25/02/11	4
6	- Print Brochure	3 days?	Mon 28/02/11	Wed 02/03/11	
7	Prepare through desktop publishing	3 days?	Mon 28/02/11	Wed 02/03/11	5
8	Get quotes from printers	1 day?	Mon 28/02/11	Mon 28/02/11	7SS
9	Get Printed	0 days	Wed 02/03/11	Wed 02/03/11	8,7
10	- Distribute Brochure	4 days?	Thu 03/03/11	Tue 08/03/11	
11	Create mailing list	3 days?	Thu 03/03/11	Mon 07/03/11	9,7
12	Do mass mail out	1 day?	Tue 08/03/11	Tue 08/03/11	11


Task Details Dialog Box:

Name: Research New Product Duration: 1 day? Effort driven Manually Scheduled [OK] [Cancel]

Dates: Start: Mon 20/02/12 Finish: NA Constraint: As Soon As Possible Date: NA Task type: Fixed Units WBS code: 1.1

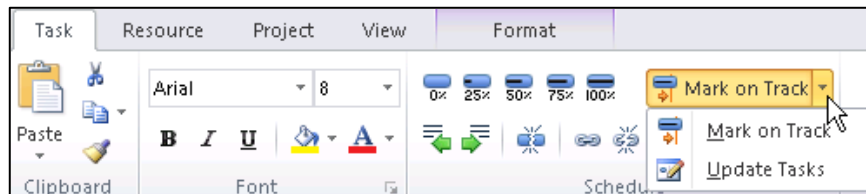
Priority: 500 % Complete: 100

Actual (selected)

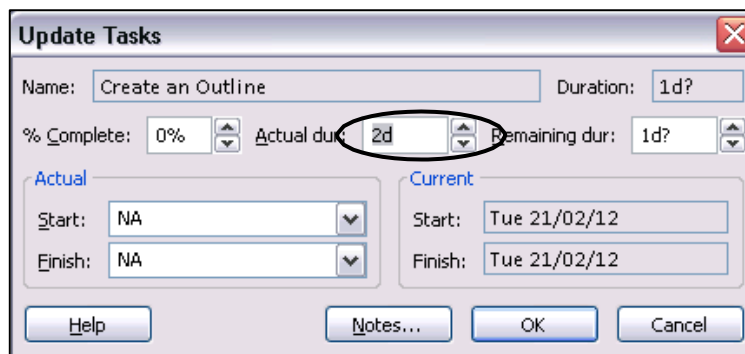
- We wish to specify the actual date this task started, therefore in the bottom pane, choose **Actual** from the option buttons at the bottom of the **Dates** panel.
- We will also record that the task is now 100% complete. So to do this click on the up/down arrows to the right of the **% complete:** text box toward the right of the dialogue box so that it displays **100%**.
- When you have finished click on **[OK]** at the top of the dialogue box to accept the changes.
- You will notice a tickmark has appeared in the  Information column next to the task in the top half of the screen. This indicates that the task has been completed.
- The **Gantt Chart** entry also displays a full black band in the task, indicating that it is complete.
- We no longer need the Task Details Form, therefore to remove it and view the Gantt Table and Chart in full screen mode:
 - Click on the **Task** tab at the left of the **Ribbon**.
 - Click on the **Display Task Details** button at the right of the **Properties** group on the **Ribbon**.

Setting Actual Task Durations

- In a similar way, it is possible to record the actual **duration** of tasks. To do this:
 - Begin by clicking on the task you would like to update to select it.
 - Click on the **Task** tab at the left of the **Ribbon**.
 - Click on the down-arrow to the right of the **Mark on Track** button in the **Schedule** group at the centre of the **Ribbon** to display a menu.



- Select **Update Tasks** to display the **Update Tasks** dialogue box.
- To specify that the duration of a task was two days, not one as expected:

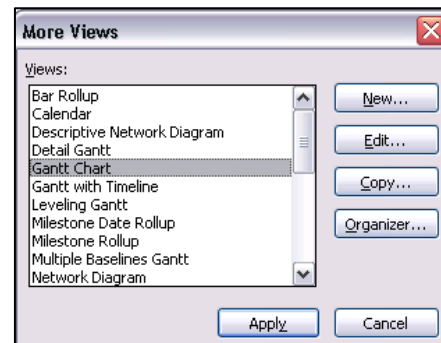


- Therefore use the up-arrow to the right of the **Actual dur:** option box to change the actual duration of this task to **2d (2 days)**.
 - Click **[OK]** to accept the change and close the dialogue box.
 - You will notice a tick mark has appeared in the **Information** column next to the task at the top of the screen, indicating that the task has been completed.
 - You will also see that the duration has changed to **2 days**, and that subsequent dates have been altered to reflect that this part of the Project took longer than originally planned.
- Click on **Save** in the **Quick Access Toolbar** at the top-left of the screen to save the changes.

Views

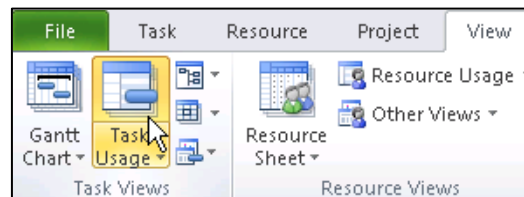
Introduction to Views

- Project includes a number of different Views, which enable you to see the project from a variety of perspectives and focus on different aspects.
- So far we have used the **Gantt Chart** view, which is the default view, and the **Resource Sheet** view.
- Two other views we will look at now are **Task Usage** and **Calendar**.
- You can use most views to enter and edit information, although some views can only display information.
- The Views available can all be accessed from the **More Views** dialogue box, which can be accessed by clicking on the down-arrow on most of the view buttons.
- For example, to do this:
 - Click on the down-arrow at the bottom of the **Gantt Chart** button at the left of the **Task** or **View** tab on the Ribbon.
 - Select **More Views** from the bottom of the menu that displays.
 - We will not use this dialogue box, so close it by clicking on **[Cancel]**.



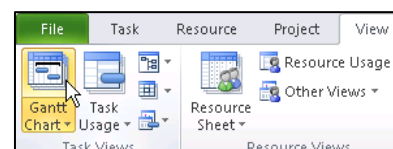
Using the Task Usage View

- The Task Usage View can be considered to be a composite of the Gantt Table and the Properties Sheet, as it displays both the tasks and the associated resources together.
- To access this from its own button:
 - Click on the **View** tab at the centre-left of the **Ribbon**.
 - Click on **Task Usage** button (not the down-arrow) in the **Task Views** group at the left of the **Ribbon**.



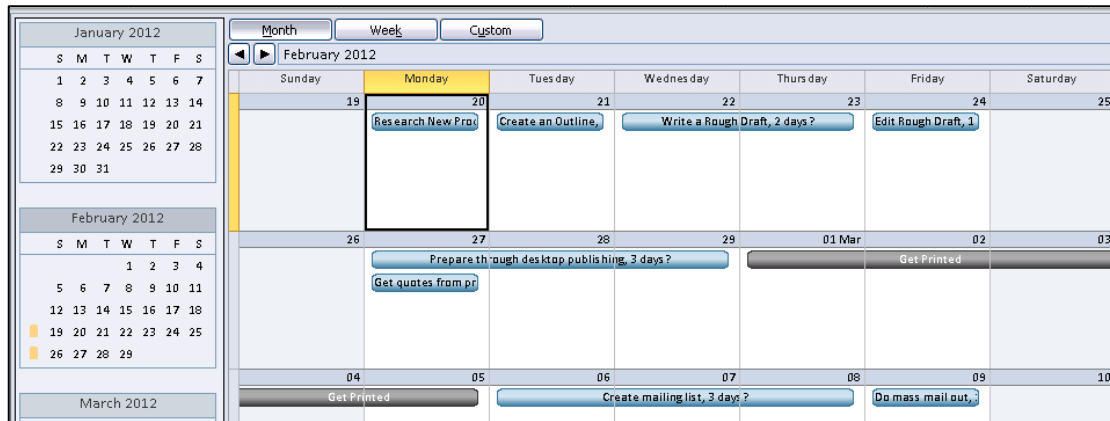
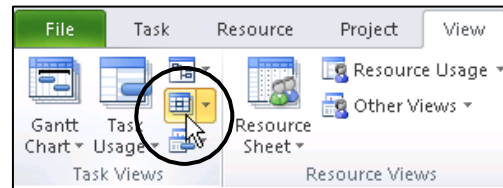
	Task Mode	Task Name	Work	Duration	Start	Finish	Details	26 Feb '12			
								F	S	S	M
1		- Write Brochure	44 hrs	5.5 days?	Fri 23/02/12	Fri 01/03/12	Work	8h			8h
2		- Research New Pro	12 hrs	1.5 days?	Fri 23/02/12	Fri 24/02/12	Work	4h			
		Jane Smith	12 hrs		Fri 23/02/12	Fri 24/02/12	Work	4h			
3		- Create an Outline	8 hrs	1 day?	Fri 24/02/12	Ton 27/02/12	Work	4h			4h
		Jane Smith	8 hrs		Fri 24/02/12	Ton 27/02/12	Work	4h			4h

- When you have finished return to the Gantt Chart view by clicking on **Gantt Chart** (not the down-arrow) in the **Task Views** group at the left of the **Ribbon**.



Using the Calendar View

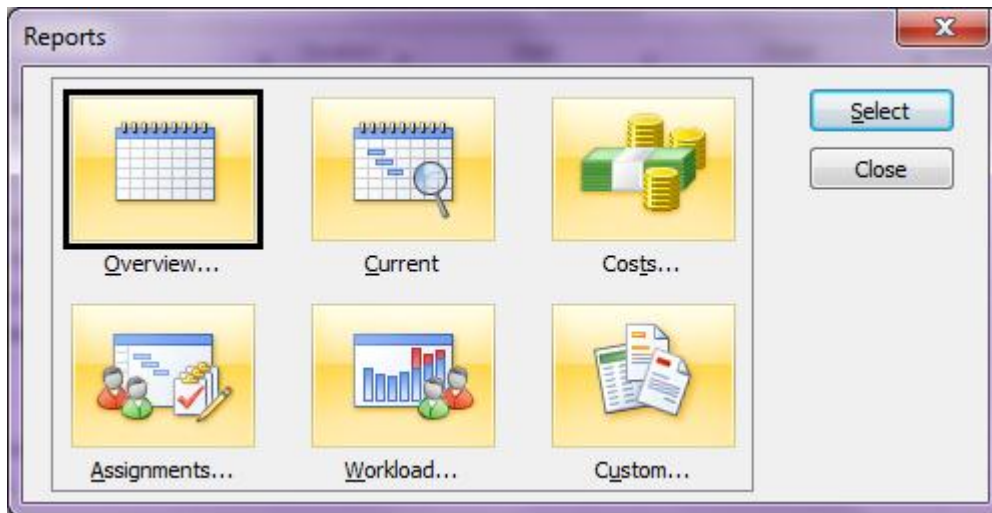
- The calendar view is useful for a general overview of what needs to be done on a specific day.
- To access this from its own button:
 - Click on the **View** tab at the centre-left of the **Ribbon**.
 - Click on **Calendar** button (**not** its down-arrow) in the **Task Views** group at the left of the **Ribbon**.



- When using this the main points to consider are:
 - You can switch from Monthly view to Weekly view by clicking on the buttons at the top-left of the actual calendar.
 - You can scroll through the months by using the arrow buttons immediately below the Month/Week buttons.
 - A black box surrounds the current date.
 - Tasks are shown by a bar stretching over the amount of days allocated for the task.
 - A solid black bar shows the project's **milestones**.
 - You can double-click on any of the tasks to open the **Task Information** dialogue box and view specific information about that task.

Using the Reports

- A number of reports are readily available inside Project 2010.
- These can easily be selected by clicking onto the Project ribbon and then Reports.
- The following box will appear, showing the categories of reports available.



Of all the reports available, the following are the most widely used:

Category	Report name
Overview	Project Summary
	Top-level Tasks
Current	Tasks in Progress
	Slipping Tasks
Costs	Budget
	Over-budget Tasks
Assignments	Who Does What
	Who Does What When
	To-do List

If you wish to change the contents or layout of a report (not recommended), you should use the **Custom** category and after selecting the report in question, clicking the **Edit** button.