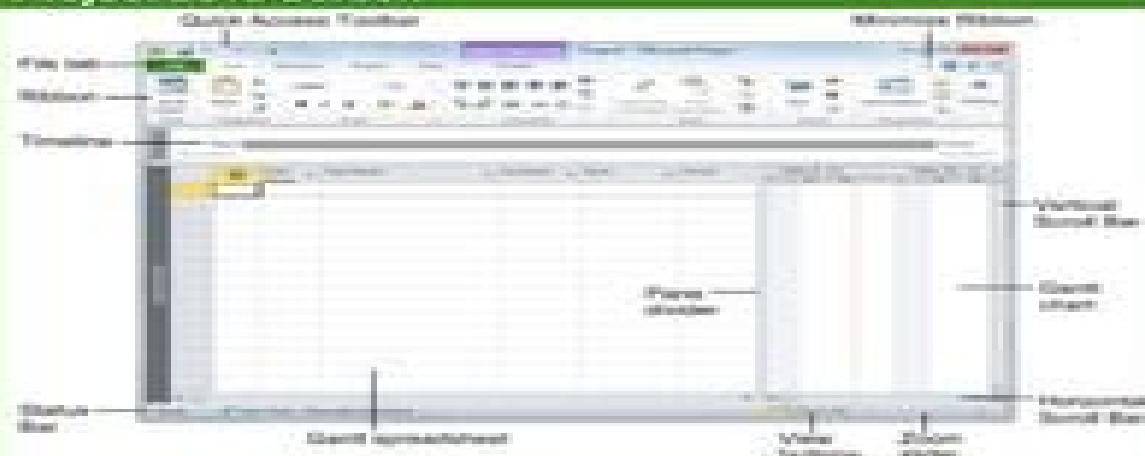


References



The Fundamentals

- **To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- **To Create a Project from a Template:** Click the **File** tab on the Ribbon and select **New**. Select a template under the Office.com Templates section, or click **My Templates** and select a template.
- **To Create a New Project from an Excel Spreadsheet or SharePoint List:** Click the **File** tab on the Ribbon and select **New from Excel spreadsheet** or **New from SharePoint list**.
- **To Save a Project File:** Click the **Save** button on the Quick Access Toolbar, click **File** tab on the Ribbon and select **Save**. Or, press **Ctrl + S**.
- **To View Information about a Project:** Click the **Project** tab on the Ribbon and click the **Project Information** button in the Properties group.
- **To Set the Working Time Calendar:** Click the **Project** tab on the Ribbon and click the **Change Working Time** button in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the **From** and **To** boxes.
- **To Update the Project:** Click the **Project** tab on the Ribbon and click the **Update Project** button in the Status group.
- **To Set the Status Date:** Click the **Project** tab on the Ribbon and click the **Status Date** button in the Status group. Select the status date to report progress of the project.
- **To Save a Baseline Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set baseline** option, save the plan for the entire project or selected tasks, click **OK**.
- **To Save an Interim Plan:** Click the **Project** tab on the Ribbon and click the **Set Interim Plan** button in the Properties group. Select the **Set interim plan** option, save the plan for the entire project or selected tasks, click **OK**.
- **To Calculate Project Changes:** Click the **Project** tab on the Ribbon and click the **Calculate Project** button in the Schedule group.
- **To Open the Timescale Sliding Bar:** Click the **View** tab on the Ribbon, click the **Timescale** list arrow in the Zoom group, and select **Timescale**. Or, double-click inside the timescale header.
- **To Adjust the Timescale:** Click the **View** tab on the Ribbon and click the **Timescale** list arrow in the Zoom group. Or, change the settings in the Timescale dialog box.
- **To Adjust the Zoom Level:** Click and drag the **Zoom Slider** to zoom in or out. Or, click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Choose a zoom option from the list.
- **To Summarize a Task:** Select the task you wish to view. Click the **View** tab on the Ribbon and click the **Zoom Selected Task** button in the Zoom group.
- **To View the Entire Project:** Click the **View** tab on the Ribbon and click the **Zoom Entire Project** button in the Zoom group.

To **Shopping a View**: Click the **Views** tab on the Ribbon and select a view from the **Task** or **Resource Views** groups. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button that appears in the View menu, and select a view.

Blank Chart: This is the default view once you create a chart. It contains four object information.

Calendar: Displays dates and activities of a meeting calendar.

Network Diagram: Displays a sequence of steps. Diagram that shows the project's tasks and dependencies.

Resource Sheet: Displays a list of resources and their details in one or columns.

Keywords: Change; Disruptive; Embedded; Social network; Social capital; Social structure

Resource Form: [Complete resource information on a form.](#)

Resource Graphs: Displays a graph of resources and flow paths. [See more...](#)

Trade Shows: Displays a list of trade shows relevant to your business and contact information.

Final Paper: Develop your final information on a topic

Trade Shows: Displays a list of topics and their details in rows and columns.

Team Flagman: The default message you choose from among selected and rejected items

Therefore, *Chrysothrix* is full of birds with a somewhat outlandish and earthy tone.

Traveling South: Chicago is full of people with a Southern attitude and heart.

Blackberry: Extract from a list of more advanced and powerful users.

Keyboard Shortcuts

Tasks in Resource Information	+Ctrl+R = +F12
Assign Resources	+Alt = +F10
Help	+F1
View Context-Sensitive Help	+Ctrl+H = +F11
Go To Selected Task	+Ctrl = +Ctrl+G +Ctrl
Link Selected Task	+Ctrl = +F2
Unlink Selected Task	+Ctrl = +Ctrl+U +Ctrl
Zoom In	+Ctrl+I
Zoom Out	+Ctrl = +F3

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Altova® DatabaseSpy 2010 User & Reference Manual , **Dynamic Scheduling with Microsoft Project 2010**
Rodolfo Ambriz, John White, 2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes **Altova® Authentic® Desktop 2010 User & Reference Manual** , *Altova® XMLSpy® 2010 User & Reference 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 *Microsoft Office Access 2010 QuickSteps* John Cronan, 2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful database application Follow along and quickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid *Guidelines on irrigation investment projects* Food and Agriculture Organization of the United Nations, 2019-04-15 Irrigation has been and will continue to be an agricultural and rural investment priority Development of the irrigation sector faces multiple challenges including water scarcity and degradation competition over shared resources and the impact of climate change Innovations are needed to address these challenges as well as emerging needs and to promote productive equitable and sustainable water management These guidelines produced by an inter agency team highlight experiences and lessons learned from global irrigation investment operations They introduce innovative approaches tools and references and provide practical guidance on how to incorporate or apply them at each stage of the investment project cycle The guidelines will be a useful resource for national and international professionals involved in irrigation investment operations *Healthy People 2010 Toolkit* , **Altova® StyleVision® 2010 User & Reference**

Manual , *Federal Register* ,2012-04

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