



Microsoft® Project 2010



Microsoft Project is a management application used to create complex project plans, track teams and task progress, and generate useful reports. New in Project 2010 is the introduction of the Office Ribbon interface, and tighter integration with other Office software. Other new

features include the Team Planner drag-and-drop scheduling view, the Project Timeline, Zoom slider, and more flexible uses for summary tasks.

★ Quick Access Toolbar

Contextual tabs appear when you select objects or open new views.

★ Click to access Backstage View.

★ The Project Timeline. See *The Project Timeline*, page 5.

★ Team Planner view. See *The Team Planner*, page 5.

★ Click to choose whether new tasks are automatically or manually scheduled. See *Scheduling Manual Tasks*, page 3.

Click to access Project help.

Click and drag frames to resize workspace areas.

★ Zoom slider

★ Using the Backstage View

The Backstage View replaces the File menu from previous versions of Project. You can access common commands such as **Open**, **Save**, and **Print** here.

To create a new project: click **File**, then click **New**. Select a template if desired, or double-click on **Blank project** to start from scratch.

To save a project: press CTRL+S or click **File**, then click **Save**. Type a file name if needed, choose a location to save the project file to, and click **Save**.

To open a project: press CTRL+O or click **File**, then click **Open**. Select the project and click **Open**, or click the arrow **Open** for a menu of options (e.g., **Open Read-Only**, **Show previous versions**).

To access program preferences: click **File**, then click **Options**.

★ Using the Ribbon

The Ribbon contains common commands and tasks used to make changes in Project, grouped in context-sensitive tabs.

To customize the Ribbon: right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

★ Using the Quick Access Toolbar

To add a command to the Quick Access Toolbar: right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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