



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

Beezix Inc.

[Download now](#)

[Click here](#) if your download doesn't start automatically

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

Beezix Inc.

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.

 [Download Microsoft Project 2010 Quick Reference Guide: Crea ...pdf](#)

 [Read Online Microsoft Project 2010 Quick Reference Guide: Cr ...pdf](#)

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

From reader reviews:

Marcia Fullerton:

Here thing why this particular Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) are different and reliable to be yours. First of all studying a book is good but it really depends in the content of computer which is the content is as yummy as food or not. Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) giving you information deeper since different ways, you can find any book out there but there is no publication that similar with Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card). It gives you thrill examining journey, its open up your own personal eyes about the thing in which happened in the world which is maybe can be happened around you. You can actually bring everywhere like in park, café, or even in your method home by train. If you are having difficulties in bringing the published book maybe the form of Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) in e-book can be your alternate.

Mary Tiller:

Information is provisions for those to get better life, information these days can get by anyone with everywhere. The information can be a information or any news even a problem. What people must be consider whenever those information which is from the former life are challenging to be find than now is taking seriously which one is suitable to believe or which one the actual resource are convinced. If you have the unstable resource then you have it as your main information you will have huge disadvantage for you. All of those possibilities will not happen within you if you take Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) as your daily resource information.

Willard Edwards:

Spent a free the perfect time to be fun activity to try and do! A lot of people spent their free time with their family, or their own friends. Usually they undertaking activity like watching television, planning to beach, or picnic from the park. They actually doing ditto every week. Do you feel it? Would you like to something different to fill your free time/ holiday? May be reading a book may be option to fill your totally free time/ holiday. The first thing you ask may be what kinds of publication that you should read. If you want to consider look for book, may be the publication untitled Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can be fine book to read. May be it may be best activity to you.

James Sanchez:

In this era globalization it is important to someone to obtain information. The information will make

someone to understand the condition of the world. The health of the world makes the information better to share. You can find a lot of referrals to get information example: internet, classifieds, book, and soon. You will see that now, a lot of publisher in which print many kinds of book. The actual book that recommended for your requirements is Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) this guide consist a lot of the information on the condition of this world now. This specific book was represented just how can the world has grown up. The language styles that writer value to explain it is easy to understand. The actual writer made some study when he makes this book. Here is why this book ideal all of you.

Download and Read Online Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc. #9SKE8NPZYCX

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

Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc. Free PDF download, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc. books to read online.

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

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

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

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