Microsoft® Office 2010

Getting started with Project 2010

Quick Reference Card

CREATE A NEW PROJECT

Project opens by default with a new project. To create additional projects, follow these steps:

1. Click the **File** tab. The Backstage view appears.
2. Click **New**.
3. Click **Blank Project**.
4. Click **Create**.

CHANGE THE TASK MODE FOR A TASK

There are two types of task modes: manually scheduled and automatically scheduled:

- **Manually scheduled**   Manually scheduled tasks allow greater flexibility in how a task is scheduled. For example, you can create a duration of "Soon" for a manually scheduled task without Project displaying an error.
- **Automatically scheduled**   Automatically scheduled tasks require specific types of values for duration and start fields. These tasks use this information (along with calendar information) to help determine where tasks should begin in relation to other tasks.

To change the task mode of a task, do the following:

- In the **Task Mode** column for a task, click **Auto Schedule** ( ) or **Manually Scheduled** ( ).

LINK 2 TASKS

Linking tasks allows you to create relationships between tasks. For example, you may want one task to begin after another one ends. You wouldn't want the Design phase of a project, say, to begin at the same time as construction, or problems will occur. In this case, you would link the Design phase to the Construction phase so that one starts after the other.

1. Select the two tasks that you want to link. Select the first task by clicking its name in the **Task Name** column, and then hold down the SHIFT key while clicking the second task.
2. Click the **Task** tab, and then in the **Schedule** group, click **Link Task** (🔗).
3. To change the link type, double click the line between the linked tasks, and select one of the following:
   - **Finish to Start (FS)**   The second task cannot start until the first task finishes. For example, if you have two tasks, "Construct fence" and "Paint fence," "Paint fence" can't start until "Construct fence" finishes. This is the most common type of dependency.
   - **Start to Start (SS)**   The second task cannot start until the first task starts. For example, if you have two tasks, "Pour foundation" and "Level concrete," "Level concrete" can't begin until "Pour foundation" begins.
   - **Finish to Finish (FF)**   The second task cannot finish until the first task finishes. For example, if you have two tasks, "Add wiring" and "Inspect electrical," "Inspect electrical" can't finish until "Add wiring" finishes.
   - **Start to Finish (SF)**   The second task cannot finish until the first task starts. This dependency type can be used for just-in-time scheduling up to a milestone or the project finish date to minimize the risk of a task finishing late if its dependent tasks slip.

OUTLINE A PROJECT TO CREATE A PHASE WITH SUBTASKS

Outlining allows you to break down your task list to make it appear more organized and readable. Outlines are created by indenting or moving a task to a lower outline level in the **Task Name** column. When you indent a task, it becomes a subtask of the nearest preceding task at a higher outline level. Tasks at the highest outline level are sometimes referred to a phases.

1. Select the task that you want to indent under its phase, or summary task.
2. On the **Task** tab, in the **Schedule** group, click **Indent Task** (➡).