Microsoft Project Managment

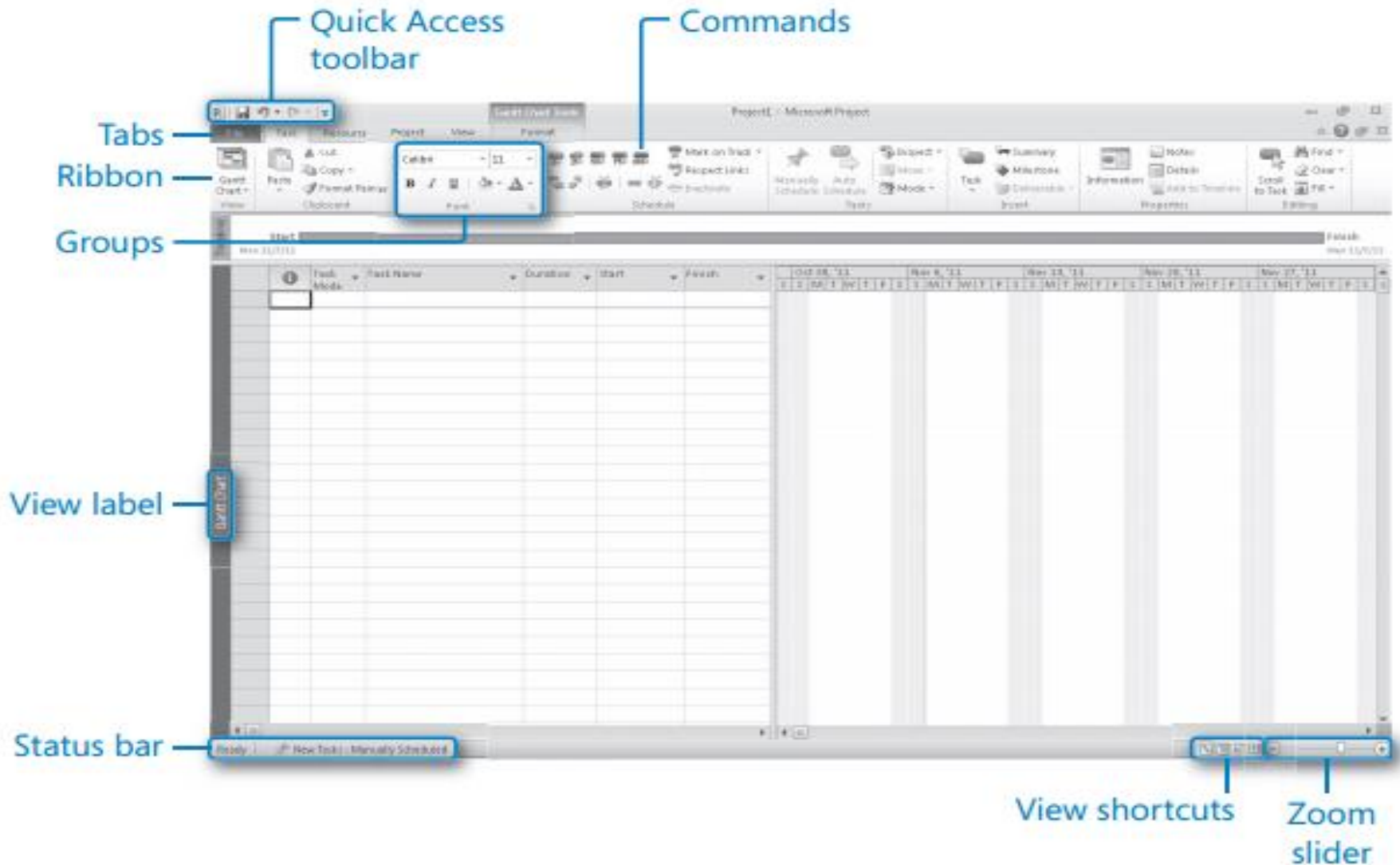## Chapter1: **Simple Scheduling**

Introducing Project

You can start Project from the Start menu :

1. On the **Windows** taskbar, click **Start**.

2. On the **Start** menu, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Project 2010**.
screen should look similar to the following illustration:

The major parts of the interface

The major parts of the interface

All Office 2010 programs organize commands on a horizontal bar called the ribbon, which appears across the top of each program window whether or not there is an active document.

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries. Some groups have related dialog boxes or task panes that contain additional commands.
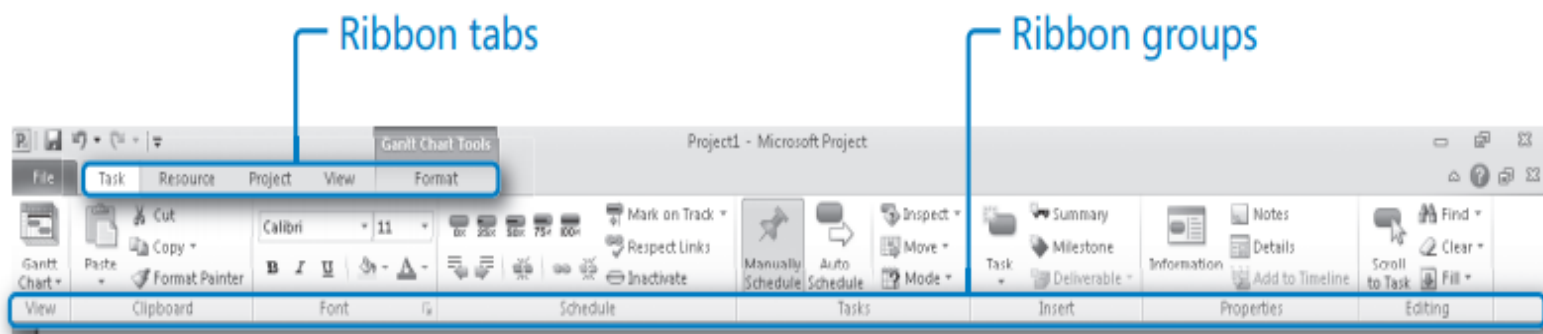
A typical program window ribbon.

Dynamic Ribbon Elements

The ribbon is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the
ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space.
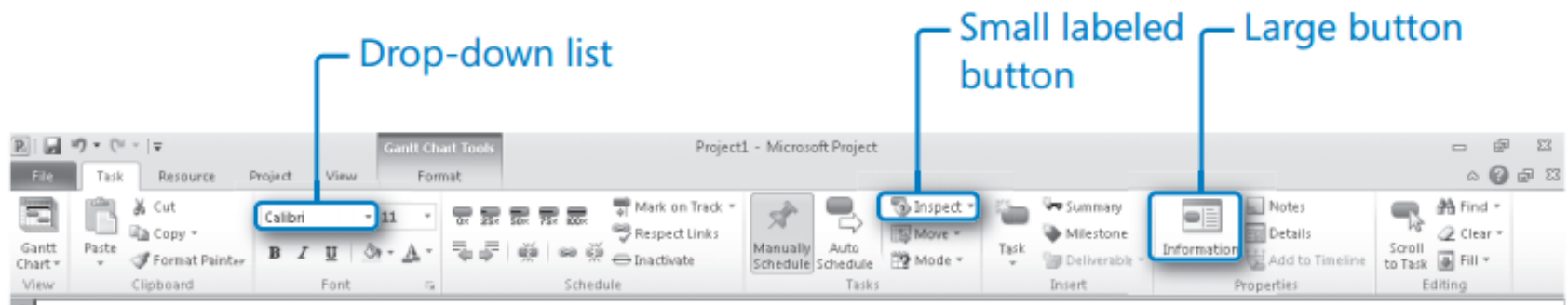
The Task tab of the Project program window at 1280 pixels wide.

The major parts of the Project interface

❍ The **Quick Access toolbar** is a customizable area of the interface where you can add your favorite or frequently used commands.

❍ **Tabs** and the active **ribbon** replace the pull-down menus and toolbars that you may be familiar with. Tabs group high-level focus areas of Project together. One tab is always selected, and its ribbon is visible. The ribbon contains the commands that you use to control Project.

❍ **Groups** are collections of related commands. Each ribbon is divided into multiple groups.

❍ **Commands** are the specific features you use to control Project. Each ribbon contains several commands. Some commands, like Cut on the Task tab, perform an immediate action. Other commands, like Change Working Time on the Project tab, display a dialog box or prompt you to take further action in some other way. You can see a description of most commands by pointing the mouse pointer at the command.

The major parts of the Project interface

❍ The **active view** appears in the main window of Project. Project can display a single view or multiple views in separate panes.

❍ The **View label** appears along the left edge of the active view. Project includes dozens of views, so this is a handy reminder of what your active view is.

❍ **View shortcuts** let you quickly switch between some of the more frequently used views in Project.

❍ The **Zoom slider** zooms the active view in or out.

❍ The **Status bar** displays some important details like the scheduling mode of new tasks (manual or automatic), and if a filter has been applied to the active view.

❍ **Shortcut menus** and **mini-toolbars** are accessible via right-clicking most items you see in a view.

Managing Files and Setting Options

❍ **Save**, **Save As**, **Open,** and **Close** are standard fie management commands.

❍ **Info** gives you access to the Organizer, a feature used to share customized elements like views between project plans;

Info also shows you project information like start and finish date, project calendar and priority.

❍ **Recent** displays the last several Project files that you have opened.

❍ **New** displays options for creating a new project plan.

❍ **Print** includes options for printing a project plan, as well as the print preview.

Managing Files and Setting Options

⭕ **Save & Send** includes options for attaching a project plan to an e-mail message, generating a Portable Document Format (PDF) or XML Paper Specification (XPS) format file of the project plan.

⭕ **Help** gives you options for viewing the online Help installed with project, as well as various Web resources. Help also includes the "About Microsoft Project" details, including your edition of Project: Standard or Professional.

⭕ **Options** displays the Project Options dialog box ,this dialog box itself contains several tabs through which you can adjust a wide range of behaviors in Project, such as the default view you want to see when Project starts and change language.

⭕ **Exit** closes project.

The Ribbon and Tabs:

the tab labels logically group the commands that apply to major parts of Project together:

● The **Tasks** and **Resources** tabs relate to the data you frequently work with in Project.

● The **Project** tab contains commands that usually apply to the entire project plan.

● The **View** tab helps you control what you see in the Project window and how that information appears.

● The **Format** tab is a contextual tab; the commands displayed on the Format tab vary, depending on what kind of information is displayed in the active view, or what kind of item is selected at the time. For example, when a task view, like the *Gantt Chart view*, is displayed, the commands on the Format tab apply to tasks and Gantt Chart items like Gantt bars.

The Ribbon and Tabs:

The current context of the Format tab
appears above the tab label—Gantt Chart Tools, for example.
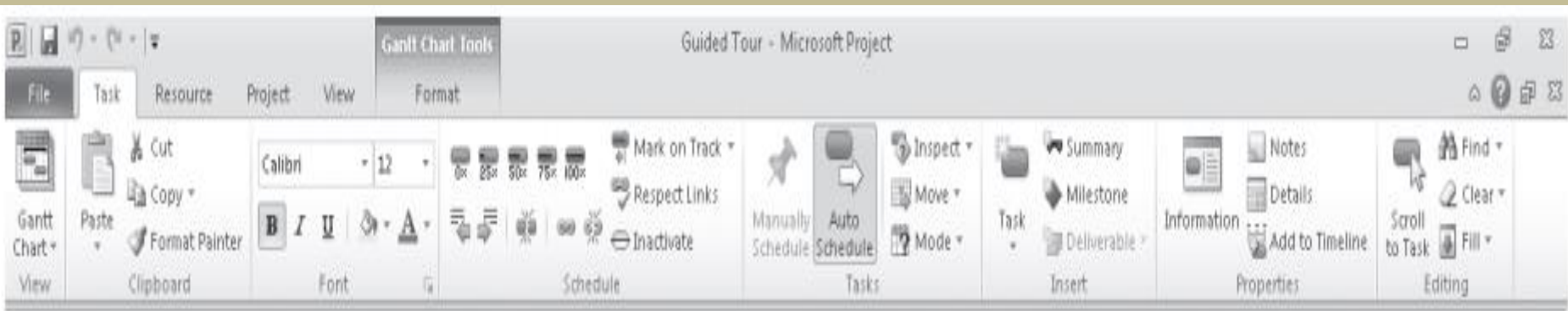
Like all tabs, the Task tab contains a large number of commands,
and these commands are organized into groups. The Task tab
includes the View, Clipboard, Font, and other groups.

The Ribbon and Tabs:

Some commands perform an immediate action, while other commands lead you to more options. You'll look at some examples on different tabs.
1. Click the **Resource** tab label.
The Resource ribbon replaces the Task ribbon.
2. In the **Assignments** group, click **Assign Resources**.
This command has an immediate effect; it displays the Assign Resources dialog box.

The Ribbon and Tabs:

The Ribbon and Tabs:

- **3.** In the **Assign Resources** dialog box, click **Close**.
  4. Click the **View** tab label.
  This tab contains a mixture of command types. As you can see some commands,
  like New Window, just have a command label and icon.
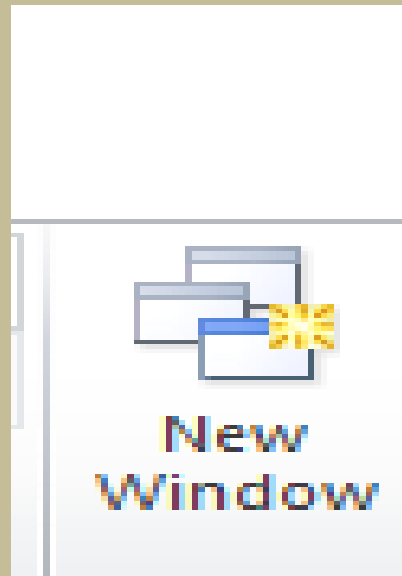
Clicking this type of command performs an immediate action

The Ribbon and Tabs:

The Ribbon and Tabs:

The Ribbon and Tabs:

The Ribbon and Tabs:

Other commands, like Sort, include a label and an arrow.
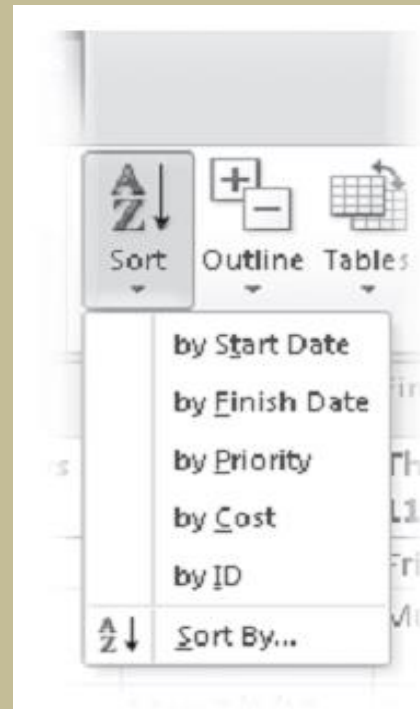

Clicking this type of command displays more options.

5. On the **View** tab, in the **Data** group, click **Sort**.
This command displays a list of sorting options.

The Ribbon and Tabs:

- Another type of command can either perform an immediate action or show you
  more options. You'll look at one example now.
  6. On the **View** tab, in the **Task Views** group, click the graphic image portion of the
  Calendar button.

Calendar — Some commands are split into two parts; clicking the arrow displays more options.

view

The working space in Project is called a *view.* Project contains dozens of views, but you
normally work with just one view (or sometimes two) at a time. You use views to enter,
edit, analyze, and display your project information. The default view—the one that you
see when Project starts—is the Gantt with Timeline view.

view

In general, views focus on task, resource, or *assignment* details. The Gantt Chart view, for example, lists task details in a table on the left side of the view and graphically represents each task as a bar in the chart on the right side of the view. The Gantt Chart view is a common way to represent a project plan, especially when presenting it to others. It is also useful for entering and fie-tuning task details and for analyzing your project.
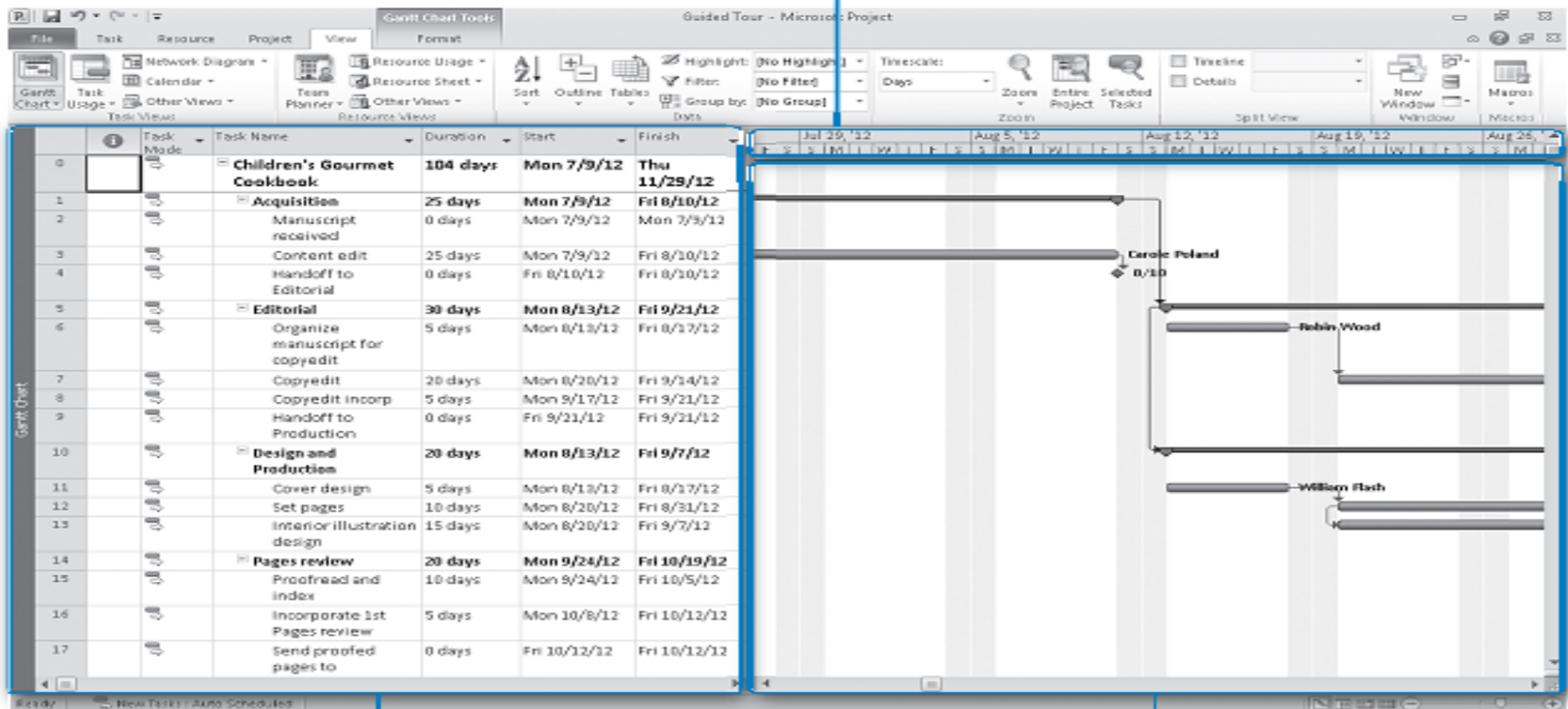
view

1. On the **View** tab, in the **Zoom** group, click the down arrow next to the **Timescale** box and click **Days**.
Project adjusts the timescale to show individual days. Nonworking days, such as weekends, are formatted in light gray.

view

You can adjust the Timescale to change how much of your project plan is visible.

A Gantt Chart view includes this table portion...

...and this chart portion.

view

You can adjust the timescale in the Gantt Chart view in several ways.

- used the Timescale box on the View tab.

- use the Zoom In and Zoom

- **2.** On the **View** tab, in the **Split View** group, click the **Timeline** check box.
  Project displays the Timeline view. The Timeline view is a handy way of seeing the "big picture" of the project plan.
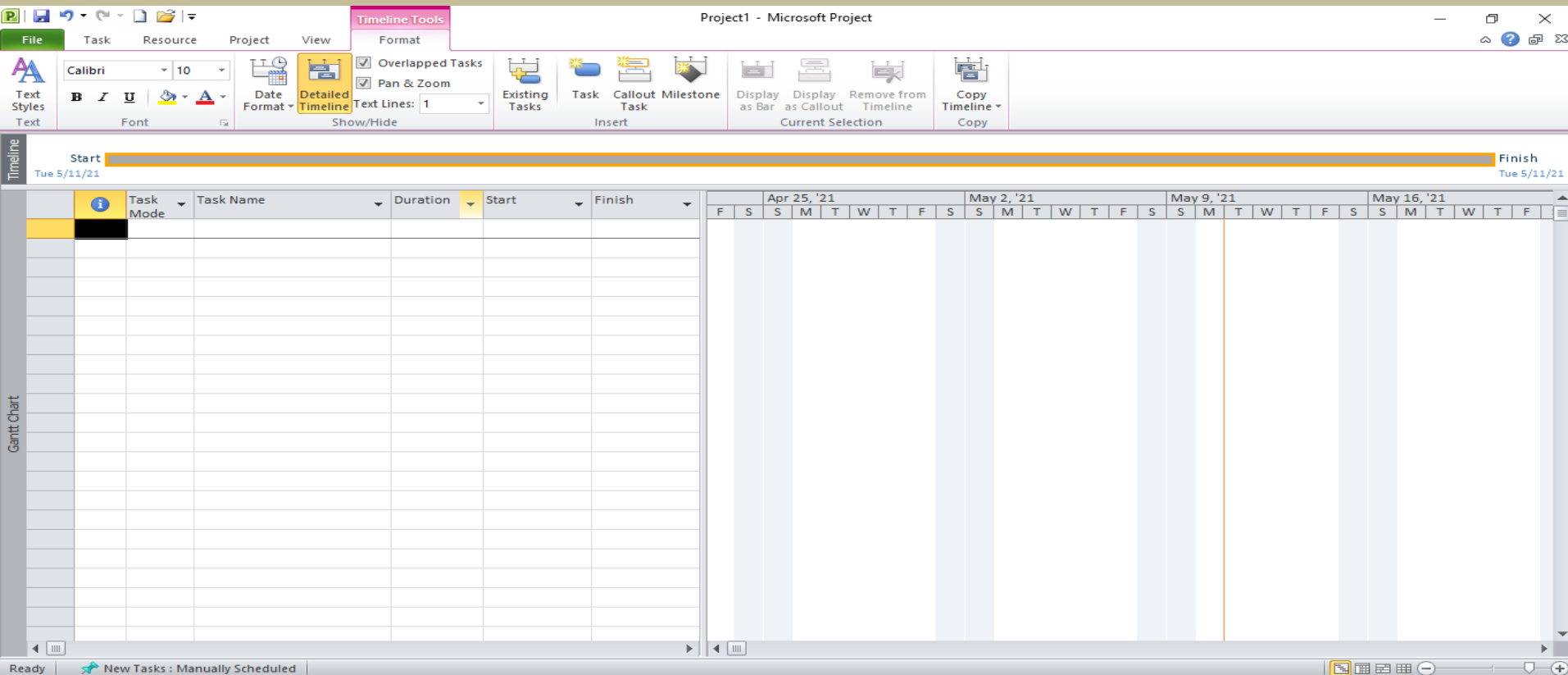
As explained in next slide.

view
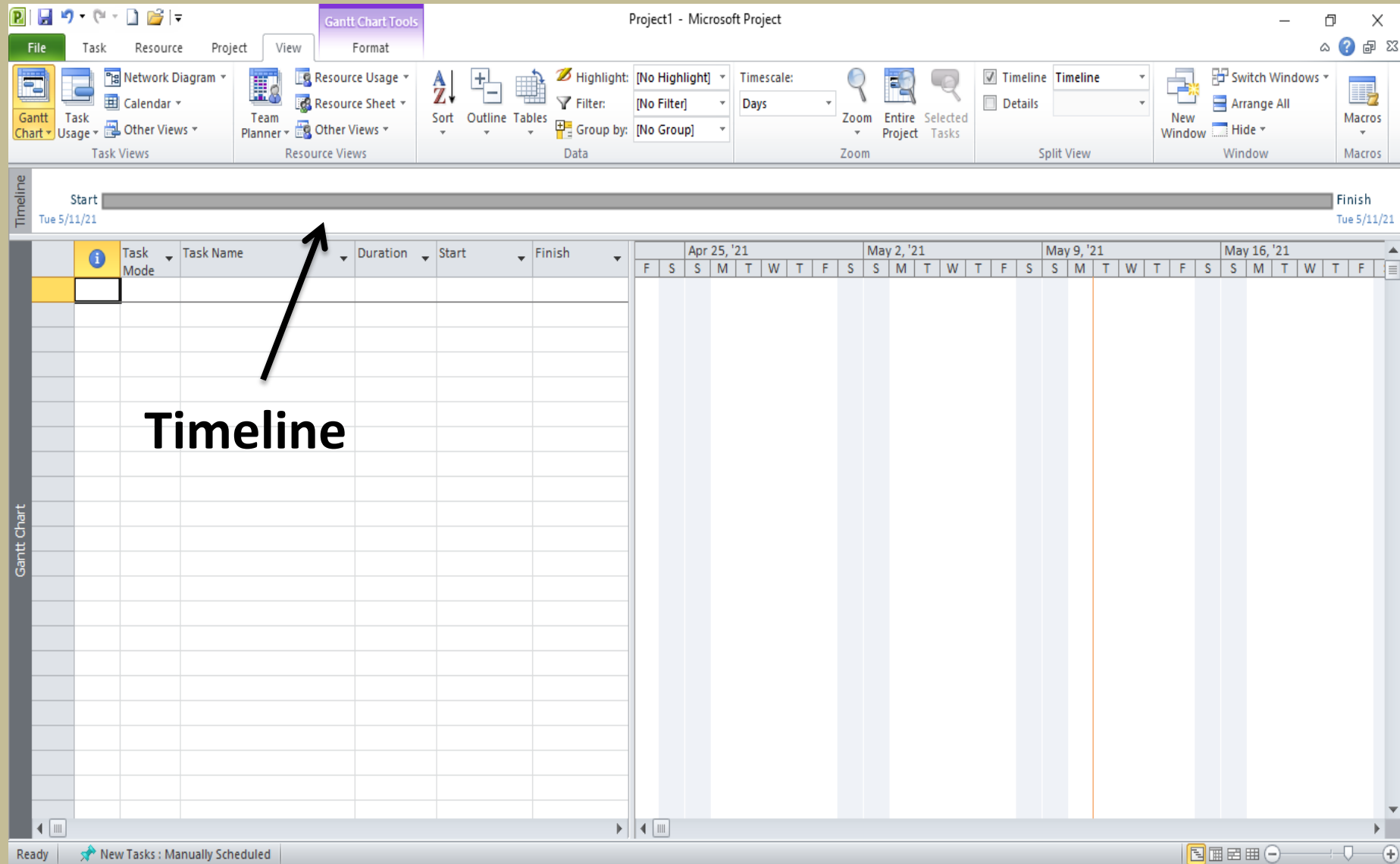
Timeline

view

- Click anywhere in the **Timeline** view.
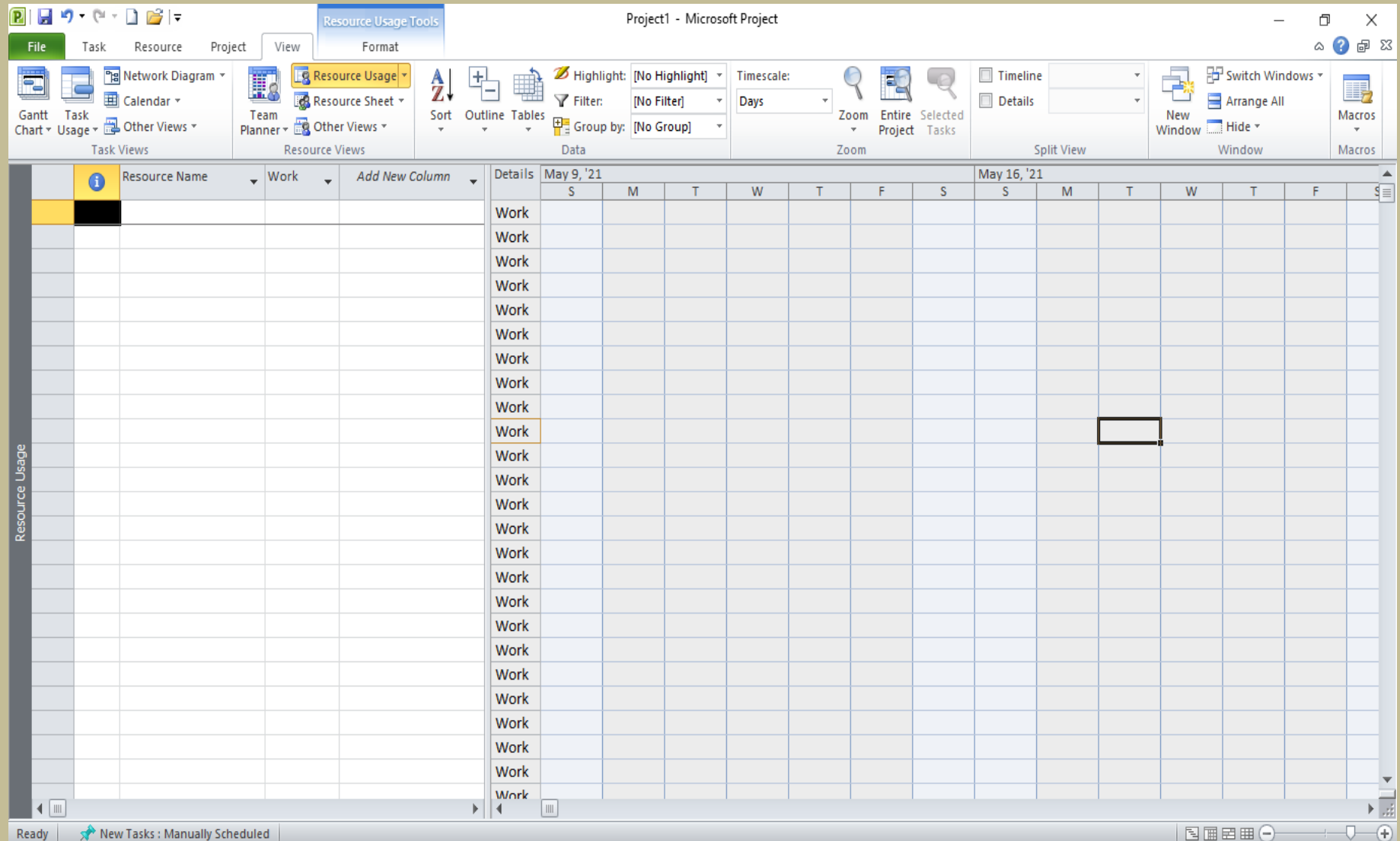Note that the label above the Format tab changed to Timeline Tools. The commands displayed on the Format tab now are specific to the Timeline view.

view

- On the **View** tab, in the **Resource Views** group, click **Resource Usage**.
  The Resource Usage view replaces the Resource Sheet view. This usage view groups
  the tasks to which each resource is assigned and shows you the work assignments
  per resource on a timescale, such as daily or weekly.

view

Thank you