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**INTRODUCTORY
PROJECT**

TEACHUCOMP, INC.

...it's all about you

INTRODUCTORY PROJECT

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TEACHUCOMP, INC.

Phone: (877) 925-8080

Web: <http://www.teachucomp.com>

INTRODUCTION AND OVERVIEW

Welcome to Teachucomp, Inc.'s Introductory Project course. This class introduces the student to Microsoft Project, one of the most popular project management programs available today. This class is designed to give the student with little or no knowledge of this program a firm skills base in Microsoft Project.

Microsoft Project is a software application that you can use to manage projects in your organization. It provides an easy way to enter and track the various project-related tasks, budget constraints, and the overall project timeline. You can also produce reports that allow you to track and manage the project as it is occurring.

This class will focus giving you, the student, the basic working foundation of the Project program.

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CHAPTER 1-

GETTING ACQUAINTED WITH PROJECT

1.1- ABOUT PROJECT

1.2- STARTING PROJECT

1.3- PROJECT MANAGEMENT TERMS AND CONCEPTS

1.4- THE PROJECT ENVIRONMENT

1.5- THE TITLE BAR

1.6- THE RIBBON

1.7- THE "FILE" TAB AND BACKSTAGE VIEW

1.8- THE SCROLL BARS

1.9- THE QUICK ACCESS TOOLBAR

1.10- THE ENTRY BAR

1.11- THE STATUS BAR

1.12- TOUCH MODE

Sample for evaluation purposes only!

GETTING ACQUAINTED WITH PROJECT

1.1- About Project:

Microsoft Project is a software program that lets you easily manage and coordinate the resources needed to finish a project. A “project” is any endeavor to create a product or accomplish a goal within a framework set by the related resource, time, and budget constraints.

Microsoft Project helps manage project-related resource, time, and budget data. It also lets you create and share reports about project information with others who need it. You can also easily adjust project schedules to accommodate the inevitable changes to the project schedule that occur. This helps you to complete a project that also fulfills the project's desired goals on time and within budget.

1.2- Starting Project:

You may start Microsoft Project in different ways. If you have a desktop icon for Microsoft Project, you can double-click the Microsoft Project icon to start the program. Alternatively, you can click the entry for “Microsoft Office Project” within the Windows Start Menu or Start Screen. After it is started, take a moment to first learn some of the basic terms and concepts involved in project management.

1.3- Project Management Terms and Concepts:

As mentioned earlier, a project is any endeavor to create a product or accomplish a goal within a framework set by the related resource, time, and budget constraints. The first part of this definition states that each project has a “goal” to accomplish. This goal could be a new physical product or a more intangible product, like a quantifiable amount of research performed. Each project must meet its goal to be successful.

To accomplish any project's goal involves work. In Microsoft Project, work is noted by **tasks**. To complete tasks requires **resources**. Resources most often required are: **work resources**, which include employees and other labor; **material resources**, which include materials needed to complete the task; and **cost resources**, which include any other costs incurred to complete the task. In Microsoft Project, you create the lists of resources needed to complete all the tasks in a project file.

To see when the project will end, the tasks required to finish the project's goal must be chronologically arranged. When creating tasks in Microsoft Project, you assign available resources to complete the tasks. After entering all the tasks needed to complete the project's goal, you can then see the “end date” of the project. This basic project plan is then saved as the **baseline** for the project. A baseline is the initial project plan.

Another helpful feature when using Microsoft Project is the **effort-driven scheduling** it uses to assign resources to tasks. For example, if a task takes 16 work hours to finish and you assign one work resource (employee) to the task at a given maximum of 8 hours per day, Microsoft Project estimates the task's duration to be 2 days. However, if you then assign an additional work resource (second employee) to the same task at a given maximum of 8 hours per day, Microsoft Project recalculates the task duration to 1 day. This lets you easily change task resource assignments to see the changes the additional assignments have on the project's duration and cost.

Project helps you schedule the tasks required to meet the project's goal while balancing the **time constraints** and **cost constraints** of the project. The **constraints** of a project are the limitations placed on the project. Time constraints and cost constraints are often the most pressing constraints placed on a project. Most projects need to be finished within a certain period of time and also within a specified budget. The scheduling engine of Microsoft Project lets you manage these constraints by using resource assignments to change the duration and costs of the project's required tasks and meet the project's goal.

GETTING ACQUAINTED WITH PROJECT

1.3- Project Management Terms and Concepts- (cont'd.):

In addition to creating and managing your project file, Microsoft Project also lets you print and view project information and project reports for the project's **stakeholders**. A stakeholder is a party that has an interest in the outcome of the project. This could include other project supervisors, customers, or anyone who needs to know the status of the project. Microsoft Project lets you print the work schedule, task assignments, milestone tasks accomplished, and many other types of information you enter into the program. You can also print many types of reports that summarize other critical project data, like total costs or overloaded work resources within a project file. These views and reports help you update the necessary participants in the project with the information they require.

Now that you have a basic understanding of the purpose of project management and some of the terms and concepts used, you should next examine the user interface within Microsoft Project. Before you create a new project file, enter resources, and assign those resources to tasks within a project file, you should first learn where the tools required to perform these tasks are located within the program's environment.

1.4- The Project Environment:

As with any program, you should begin learning Project by familiarizing yourself with its working environment. If using Project 2013, you will see a "Welcome to Project" file appear the first time you open Project. After reading and closing that file, the start-up screen appears. Project 2016 immediately opens to the start-up screen. The start-up screen displays previously opened project files and templates you can use to create a new project file. To create a new, blank project file, click the "Blank Project" template within the start-up screen.

If this is your first time using Microsoft Project, note the default view of the new, blank project file. This is named the "Gantt Chart" view of the project. This is only **one** of *many* possible project views available in Microsoft Project. In the "Gantt Chart" view, project tasks appear at the left side of the window within the "Entry" table view and the associated task durations appear in the bar chart to the right of the tasks. A "Timeline" view of the project's entire duration appears at the top of the view.

The project file appears inside of the outer application window. The project file window contains the actual project data you are creating. You can open and close individual project file windows within a Microsoft Project application window without closing the entire window.

Next, examine the names and locations of the tools needed to create your project files. The first tool to learn about is the Ribbon shown at the top of the application window. The Ribbon contains the buttons and commands you need to manage project files. This tool contains all of the command buttons available within Microsoft Project. They are separated into button groups located on the tabs within the Ribbon. You can click the buttons in the button groups on the tabs of the Ribbon to perform actions in Project.

One of the most important tabs in the Ribbon is the "File" tab, located in the upper-left corner of the Ribbon. Clicking this tab lets you access the file-management commands, shown in the "backstage view" of the project file. Commands for creating new project files, saving changes to project files, and printing project files, are all found in the "backstage view" of the project file.

The Quick Access Toolbar is located above the Ribbon. You can add buttons to this toolbar for the commands you use most frequently. Several important buttons already appear here: "Save," "Undo," and "Redo." You can easily add and remove buttons to and from this toolbar, which is discussed in a separate lesson of this chapter. At the top of the window, the name of the currently opened project file appears to the right of the Quick Access Toolbar in an area known as the Title Bar.

GETTING ACQUAINTED WITH PROJECT

1.4- The Project Environment- (cont'd.):

The currently opened project file appears below the Ribbon. This is where you enter and edit the project data for the currently opened project file. When a project file is displayed using the “Gantt Chart” view, a vertical scroll bar appears at the right side of the project file. A horizontal scroll bar also appears at the bottom of the project file. You use the vertical scroll bar to scroll up and down through the content shown in the view. You use the horizontal scroll bar to scroll laterally across the content shown in the project file view.

You can easily zoom in to increase the project file's magnification or zoom out to decrease its magnification by using the “Zoom” slider in the lower right corner of the window. Commonly-used Project View Buttons appears to the left of the “Zoom” slider. These buttons let you switch the view of your project file, as needed.

Now you know the names of the major onscreen elements and where they are located by default. Next, you will learn about these various onscreen elements within Project in more detail.

The screenshot shows the Microsoft Project application window. The title bar at the top contains the text "TeachUcomp Teacher" and standard window control buttons. Below the title bar is the Quick Access Toolbar and the Ribbon, which is divided into tabs like File, Task, Resource, and View. The main workspace is divided into three views: a Gantt Chart view on the left, a Task List view in the middle, and a Timeline view on the right. The Gantt Chart view shows a project schedule with tasks represented by horizontal bars. The Task List view shows a table of tasks with columns for Task Name, Duration, Start, Finish, Predecessor, and Resource Names. The Timeline view shows a calendar-style view of the project schedule. Red arrows point to various components: "Quick Access Toolbar & Title Bar" (top left), "The Ribbon" (top center), "Entry Bar" (top right), "Timeline" (middle right), "Gantt Chart View (shows tasks at left side and task durations at right side)" (left side), "Scroll Bars" (right side), and "Status Bar" (bottom center).

Task Name	Duration	Start	Finish	Predecessor	Resource Names
Single Family House - Architect Design	152 days	Mon 1/3/00	Tue 8/1/00		
General Conditions	21 days	Mon 1/3/00	Mon 1/31/00		
Finalize plans and develop estimate with owner, architect	20 days	Mon 1/3/00	Fri 1/28/00		General contractor[S
Sign contract and notice to proceed	1 day	Mon 1/31/00	Mon 1/31/00	3	General contractor,A
Apply for Permits	0 days	Mon 1/31/00	Mon 1/31/00		
Secure foundation permit	0 days	Mon 1/31/00	Mon 1/31/00	4	General contractor
Site work	3 days	Mon 1/31/00	Mon 1/31/00	4	General contractor
Clear and grub lot	1 day	Tue 2/1/00	Tue 2/1/00	6,7,8,9,11,10	Site excavation cont
Install temporary power service	1 day	Wed 2/2/00	Wed 2/2/00	13	Electric company
Install underground utilities	1 day	Thu 2/3/00	Thu 2/3/00	14	Electric contractor,PI
Foundation	42 days	Fri 2/4/00	Mon 4/3/00		
Excavate for foundations	3 days	Fri 2/4/00	Tue 2/8/00	15	Site excavation cont
Form basement walls	13 days	Wed 2/9/00	Fri 2/25/00	17	Concrete contractor

1.5- The Title Bar:

The Title Bar is the thin bar that runs across the very top of the Microsoft Project application window. The name of your currently opened project file appears in the center of this bar if your project file window is maximized. At the right end of the Title Bar are three buttons in a button group: “Minimize,” “Maximize/Restore Down,” and “Close,” respectively. These buttons change the display of the application window.

Clicking the “Minimize” button sends the application window down to the Windows Taskbar. You can

GETTING ACQUAINTED WITH PROJECT

1.5- The Title Bar- (cont'd.):

view it later by clicking its entry within the Windows Taskbar.

Clicking the “Maximize” button enlarges your application window to full-screen size. It also toggles the function of the same button to the “Restore Down” command. Clicking the “Restore Down” button changes the size of the window to a smaller window, letting you size and position it onscreen by using your mouse to click and drag within the Title Bar. After clicking the “Restore Down” button, it toggles back into the “Maximize” button.

Clicking the “Close” button closes the entire application. If you have unsaved changes in the current project file, you will be prompted to save those changes before the program closes. Also note that these buttons, with the exception of the “Minimize” button, are duplicated in the “project window” inside the application window. Here you use them to control the size of that window within the application window and close the project file window without exiting Project entirely.

1.6- The Ribbon:

The Ribbon is the primary tool used in Microsoft Project. The Ribbon lets you perform all the commands available. The Ribbon is divided into tabs. Within these tabs are different groups of commands. The commands in each group are accessed by using the buttons, boxes, or menus shown within the group.

For advanced options or for users familiar with the older “dialog box” functionality, clicking the dialog box launcher buttons shown in the lower right corner of some groups on the currently displayed, or “active,” tab in the Ribbon opens a dialog box of options for that group. Also notice that you can double-click the active tab of the Ribbon to both hide and show the contents of the Ribbon. This is a handy way to gain additional workspace while working on your project.

You click the main tabs in the Ribbon to switch the groups shown. The default tabs in the Ribbon are: “File,” “Task,” “Resource,” “Report,” “Project,” and “View.” You can also enable the “Developer” tab, if using macros or code within a project file.

In addition to the primary tabs available in Project, special “contextual” tabs also appear within the Ribbon. For example, the “Format” tab of the “Gantt Chart Tools” contextual tab appears in the Ribbon when working in the Gantt Chart view of the project file. These contextual tabs will appear for each view in your project. The commands and groups shown on the contextual tabs are directly related to the type of project view or report object currently selected.

1.7- The “File” Tab and Backstage View:

You can click the “File” tab in the Ribbon to open a view of the file called the “backstage view.” In this view, you can perform all your file management. This includes performing functions like saving a project file, opening a project file, or creating a new project file. However, you no longer see the contents of the project file.

The commands at the left side of the backstage view are the available file management commands. After clicking a command at the far left side of the backstage view, additional options for the selected command appear to the right in a new section. You can then make additional selections in the new section, as needed. For example, to create a new project file, click the “New” command and then select the desired project file template to use from the listing shown to the right in the backstage view.

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1.8- The Scroll Bars:

The scroll bars run both vertically and horizontally along the right and bottom sides of the panes that are displayed within your project file view. They have little arrows at their ends that point in the direction they scroll. You use the scroll bars to scroll through the content of your project file. You may click the arrows to scroll through the file or click and drag the little box inside the scroll bars to a new location to scroll through the content, as well.

1.9- The Quick Access Toolbar:

The Quick Access toolbar is located above the Ribbon, by default. However, if you want to place it below the Ribbon, click the “Customize Quick Access Toolbar” button at the right end of the toolbar and then select the “Show Below the Ribbon” command. You can reset it to its default location by clicking the same “Customize Quick Access Toolbar” button and then choosing the “Show Above the Ribbon” command.

This is the only toolbar available for use in Project. By default, you have buttons for quick access to the following commands: “Save,” “Undo,” “Redo (Repeat).” However, you can easily add buttons to this toolbar for the functions that you use most.

One way to add a button to the Quick Access toolbar is to right-click any command button or function within the Ribbon which you want to add and then choose the “Add to Quick Access Toolbar” command. The selected function will then be added to the Quick Access toolbar. To remove a button you have added from the Quick Access toolbar, right-click the button to remove and then choose the “Remove from Quick Access Toolbar” command.

To more thoroughly customize the Quick Access toolbar, click the “Customize Quick Access Toolbar” button and then choose the “More Commands...” choice. This opens the “Project Options” window. At the right side of the window are two sets of command button listings. The listing at the far right of the window is the set of button commands currently shown in the Quick Access toolbar. The order in which the commands appear, from top to bottom, is the order in which they appear from left to right in the Quick Access toolbar.

The left listing shows the commands you can add to the Quick Access toolbar. To select which functions appear in this list, select a command grouping to display from the “Choose commands from:” drop-down above the list.

To add a command to the Quick Access toolbar from this list, click the command to add from the choices shown in the left list. Then click the “Add>>” button between the lists to move the selected command into the Quick Access toolbar list to the right.

To remove a command from the Quick Access toolbar list at the right, click it to select it, first. Then click the “Remove” button between the lists to remove it from the list.

You can also change the order in which the buttons appear in the Quick Access toolbar by selecting a command in the right list and then clicking either the “Up” or “Down” arrow buttons to the right of this list. After customizing the content of the Quick Access Toolbar, click the “OK” button in the lower right corner of the “Project Options” window to save and apply your changes.

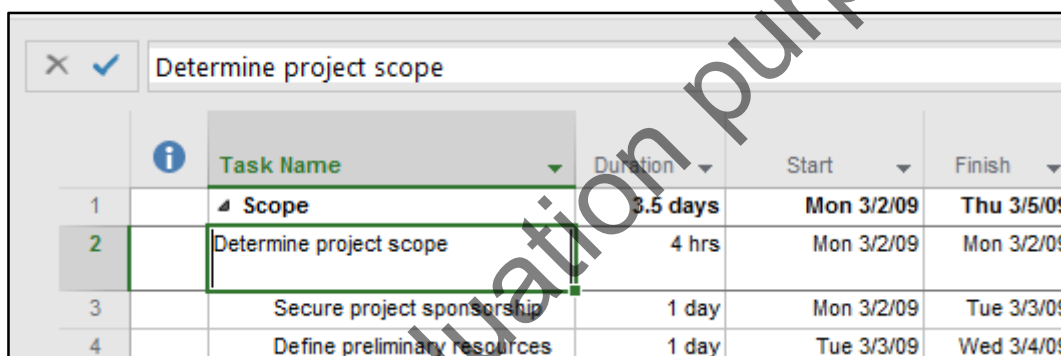
GETTING ACQUAINTED WITH PROJECT

1.10- The Entry Bar:

The Entry Bar is no longer displayed by default in Microsoft Project. Therefore, if you wish to use it, you must enable its display. To do this, click the “File” tab in the Ribbon. Then click the “Options” command at the left side of the backstage view to open the “Project Options” window. In the “Project Options” window, click the “Display” category at left. To the right, check the “Entry bar” checkbox under the “Show these elements” section. Then click the “OK” button at the bottom of the “Project Options” window.

When enabled, the Entry Bar appears as a large white bar where you can see, edit, and create content within the currently selected cell in the project file. To edit or change content in selected cells, enter the changes into the large white bar within the Entry Bar.

When you begin to type, a small checkmark button and a small “x” button appear to the left of the entry. After entering or editing the content in the large white box, you can click the checkmark button that appears to save the entry into the selected project cell. You can also click the small “x” button that appears to cancel the entry.



The screenshot shows the Microsoft Project interface with the Entry Bar open. The Entry Bar has a title bar with a close button (X) and a checkmark button. Below the title bar is a large white text area containing the text "Determine project scope". Below this text area is a table with the following columns: Task Name, Duration, Start, and Finish. The table contains four rows of task data.

	Task Name	Duration	Start	Finish
1	Scope	3.5 days	Mon 3/2/09	Thu 3/5/09
2	Determine project scope	4 hrs	Mon 3/2/09	Mon 3/2/09
3	Secure project sponsorship	1 day	Mon 3/2/09	Tue 3/3/09
4	Define preliminary resources	1 day	Tue 3/3/09	Wed 3/4/09

1.11- The Status Bar:

At the bottom of the application window is the Status Bar. Within this bar you can see one of the three modes for Microsoft Project at the left end: “Ready,” “Edit,” or “Enter.” If the word “Ready” appears, Project is ready to do just about anything that you want. This is the mode that you want to see displayed in the Status Bar before you begin a task.

The next mode you will often see displayed in the Status Bar is “Edit.” If you are in “Edit” mode, that means that you have changed the content of a selected cell in your project file, but that you have not moved from the cell to finish editing the contents. Many commands will be unavailable to you when you are in “Edit” mode.

The last mode you will often see displayed in the Status Bar is “Enter.” This is much like the “Edit” mode, but is shown when you are *initially* entering information into a blank cell within a project file. Just as when using “Edit” mode, however, most commands will be unavailable to you until you finish data entry in the currently selected cell, which then returns you to “Ready” mode.

Next to the cell mode indicator, you will see the task mode indicator. This determines how Project schedules new tasks. It defaults to “New Tasks: Manually Scheduled,” but you can click it to change it to “New Tasks: Auto Scheduled” if you desire. When you then create new tasks in your project, this setting determines how the task dependencies will relate to each other when the tasks are linked within a project. For most projects where you want to have the ability to change the duration of a predecessor task and then have Project automatically reschedule the linked dependent tasks, you will want to create the tasks using the “New Tasks: Auto Scheduled” task mode. We will discuss this feature in the chapter on tasks.

GETTING ACQUAINTED WITH PROJECT

1.11- The Status Bar- (cont'd.):

At the far right end of the Status Bar you can see the View Shortcuts and the Zoom slider. You can click the View Shortcuts buttons to quickly switch between the most commonly used views of your project file.

You can use the Zoom Slider to change the magnification level of the view of your project file. This does not modify the file in any way, but rather changes your perception of how close or far away the contents appear onscreen. You can click and drag the slider left towards the minus symbol to decrease the magnification level. You can also click and drag the slider to the right, or towards the plus sign, to increase the magnification level. For many views, such as the default Gantt Chart View, note that this changes the timescale aspects shown in the view, but does not change the magnification of the task list shown in the view. It does magnify all aspects of graph views when used.

1.12- Touch Mode:

Project 2013 and later uses “Touch Mode” for easier access to the buttons and other commands within the Ribbon and Quick Access toolbar. When you enter touch mode, the Ribbon and Quick Access toolbar are enlarged. Extra space is added around the buttons and commands contained within them to help you easily access the buttons on a touch-based tablet.

To enable touch mode, click the small drop-down arrow at the right end of the Quick Access toolbar to display a listing of the most commonly used commands. Then click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.

To then enable or disable touch mode, click or tap the “Touch/Mouse Mode” button in the Quick Access toolbar. From the drop-down menu that then appears, select the mode you prefer to use: “Mouse” or “Touch.” When “Touch” mode is enabled, the buttons within the Ribbon and Quick Access toolbar appear larger with more space surrounding them onscreen. You can select the “Mouse” choice to toggle touch mode off, restoring the default size of the onscreen buttons.

ACTIONS-

GETTING ACQUAINTED WITH PROJECT

STARTING PROJECT:

1. **To start Microsoft Project if you have a desktop icon**, double-click the Microsoft Project desktop icon.
 2. **Alternatively**, click the entry for “Microsoft Office Project” within the Windows Start Menu or Start Screen.
-

THE TITLE BAR:

1. **To minimize the application to the Windows taskbar**, click the “Minimize” button in the Title Bar.
 2. **To view it again after minimizing it**, click its entry in the Windows Taskbar.
 3. To maximize the amount of display space available, click the “Maximize” button.
 4. **To use a smaller window that you can move onscreen with your mouse by clicking and dragging in the Title Bar**, click the “Restore Down” button, which replaces the “Maximize” button when the window is already maximized.
 5. After clicking the “Restore Down” button, it toggles back into the “Maximize” button.
 6. **To close the application window**, click the “Close” button.
 7. If you have unsaved changes in any open project file, you will be prompted to save those changes before the application closes.
 8. These buttons, with the exception of the “Minimize” button, are duplicated in the project window inside the application window where you use them to control the size of the project file window within the application window and close the project file window without exiting Project entirely.
-

THE RIBBON:

1. **To switch the commands shown in the Ribbon**, click the tabs.
 2. Commands in a tab are accessed using the buttons, boxes, or menus shown within the button groups.
 3. **To access dialog boxes for some button groups in a tab**, click the dialog box launcher button in the lower right corner of some groups on the currently displayed, or “active,” tab in the Ribbon.
 4. **To both hide and show the contents of the Ribbon**, double-click the active tab of the Ribbon.
 5. The default tabs in the Ribbon are: “File,” “Task,” “Resource,” “Report,” “Project,” and “View.”
 6. You can also enable the “Developer” tab, if using macros or code within a project file.
 7. In addition to the primary tabs available in Project, special “contextual” tabs also appear within the Ribbon. For example, contextual tabs will appear for each view in your project.
 8. The commands and groups shown on the contextual tabs are directly related to the type of project view or report object currently selected.
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THE “FILE” TAB AND BACKSTAGE VIEW:

1. **To see the “backstage view” of a project file**, click the “File” tab in the Ribbon.
 2. The commands shown at the left side of the view are the available file management commands.
 3. When you click a command at the far left side of the backstage view, additional options for the selected command appear to the right in a new section.
 4. Make additional selections in the new section, as needed.
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ACTIONS-

GETTING ACQUAINTED WITH PROJECT

THE SCROLL BARS:

1. **To scroll through the project file**, click the arrows at the ends of the scroll bars.
2. **Alternatively**, click and drag the little box inside of the scroll bars to a new location to scroll.

THE QUICK ACCESS TOOLBAR:

1. **To place the Quick Access toolbar below the Ribbon**, click the “Customize Quick Access Toolbar” button at the right end of the toolbar and then select the “Show Below the Ribbon” command.
2. **To reset its default position**, click the same “Customize Quick Access Toolbar” button and then choose the “Show Above the Ribbon” command.
3. **To add a button to the Quick Access toolbar**, right-click the command button or function within the Ribbon to add and then choose the “Add to Quick Access Toolbar” command.
4. **To remove a button you have added from the Quick Access toolbar**, right-click the button to remove and then choose the “Remove from Quick Access Toolbar” command.
5. **To more thoroughly customize the Quick Access toolbar**, click the “Customize Quick Access Toolbar” button and then choose “More Commands...” from the drop-down menu to open the “Project Options” window.
6. At the right side of the panel are two sets of command button listings.
7. The listing at the far right of the panel is the set of button commands that are currently shown in the Quick Access toolbar. The order in which the commands appear, from top to bottom, is the order in which they appear from left to right in the Quick Access toolbar.
8. The left listing shows the commands you can add to the Quick Access toolbar.
9. **To select which functions appear in this list**, select a command grouping to display from the “Choose commands from:” drop-down above the list.
10. **To add a command to the Quick Access toolbar from this list**, click the command to add from the choices shown in the left list.
11. Then click the “Add>>” button between the lists to move the selected command into the Quick Access toolbar list to the right.
12. **To remove a command from the Quick Access toolbar list at the right**, click it to select it, first.
13. Then click the “Remove” button between the lists to remove it from the list.
14. **To change the order in which the buttons appear in the Quick Access toolbar**, select a command in the right list and then click either the “Up” or “Down” arrow buttons to the right of this list.
15. **To save and apply your changes after customizing the content of the Quick Access Toolbar**, click the “OK” button in the lower right corner of the “Project Options” window.

THE ENTRY BAR:

1. **To show the entry bar if it is not displayed**, click the “File” tab in the Ribbon.
2. Then click the “Options” command at the left side of the view to open the “Project Options” window.
3. In the “Project Options” window, click the “Display” category at left side of the window.
4. To the right, check the “Entry bar” checkbox under the “Show these elements” section.
5. Then click the “OK” button at the bottom of the “Project Options” window.
6. **To use the entry bar to edit or change content of selected cells**, enter the changes into the large white bar within the Entry Bar.

(cont'd.)

ACTIONS-

GETTING ACQUAINTED WITH PROJECT

THE ENTRY BAR (CONT'D.):

7. When you begin to type, a small checkmark button and a small “x” button appear to the left of the entry.
8. **To save the entry into the selected cell after entering or editing content within the large white box**, click the checkmark button that appears.
9. **To cancel the entry, instead**, click the small “x” button that appears.

THE STATUS BAR:

1. **To view Microsoft Project’s current cell entry mode**, look in the Status Bar at the bottom of the application window.
2. If the word “Ready” appears, Project is ready to begin a task.
3. If “Edit” or “Enter” appears, finish data entry in the currently selected cell and exit the cell to return to “Ready” mode.
4. **To view the current task mode**, look at the task mode indicator in the Status Bar.
5. It defaults to “New Tasks: Manually Scheduled,” but you can click it to change it to “New Tasks: Auto Scheduled.”
6. **To quickly switch between the most commonly used views of your project file**, click the View Shortcuts buttons in the Status Bar.
7. **To change the magnification level of your project file’s view**, use the Zoom Slider in the Status Bar.
8. **To decrease the magnification level**, click and drag the slider left towards the minus symbol.
9. **To increase the magnification level**, click and drag the slider to the right, or towards the plus sign,.
10. For many views, like the default Gantt Chart View, note that this changes the timescale aspects in the view, but does not change the magnification of the task list shown in the view. It does magnify all aspects of graph views when used.

TOUCH MODE:

1. **To enable touch mode**, click the small drop-down arrow at the right end of the Quick Access toolbar to display a listing of the most commonly used commands.
2. Then click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.
3. **To enable or disable touch mode**, click or tap the “Touch/Mouse Mode” button in the Quick Access toolbar.
4. From the drop-down menu that then appears, select the mode you prefer to use: “Mouse” or “Touch.”
5. When “Touch” mode is enabled, the buttons within the Ribbon and Quick Access toolbar will appear larger and with more space surrounding them onscreen.
6. You can select the “Mouse” choice to toggle touch mode off, restoring the default size of the buttons onscreen.

EXERCISES-

GETTING ACQUAINTED WITH PROJECT

Purpose:

1. To be able to find the basic tools in the Microsoft Project application environment.
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Exercises:

1. Open Microsoft Project.
2. Click the “Blank Project” button within the startup screen to create a new, blank project file.
3. Locate the Ribbon within the application interface.
4. Locate the Status Bar within the application interface.
5. Click the “Resource” tab in the Ribbon to see the buttons that are available.
6. Click the “Task” tab in the Ribbon to see the button groups available.
7. Exit the Microsoft Project application by clicking the “x” button in the upper right corner of the application window.

Sample- for evaluation purposes only!