MS Project 2010 Beginner's Workbook

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This workbook explains the basics on how to start using MS Project 2010 with step-by-step guide and screenshots / pictures. By the end of this workbook, you should be able to:

Open and close Project; Understand the Interface; Create a blank project; Create a project from a template; Open and close project files; Add tasks to a project; Set constraints on tasks; Understand key terms; View task information; Sort and filter tasks; Understand Task Indicators; Split tasks; Link and unlink tasks; Create summary and sub tasks; Create recurring tasks; Understand resources; Add and view resource information; Assign resources to tasks; Level resources; Understand different task and resource views, including the Team Planner; Use the Tools tabs and format the Timescale; Create a baseline; Update tasks and update the project; Understand the Project Status date; View the critical path; Use change highlighting; Create basic and visual reports; Compare projects; Check spelling; Use the Page Setup Dialog; Print a project; Email a project; Create a PDF of the project.

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