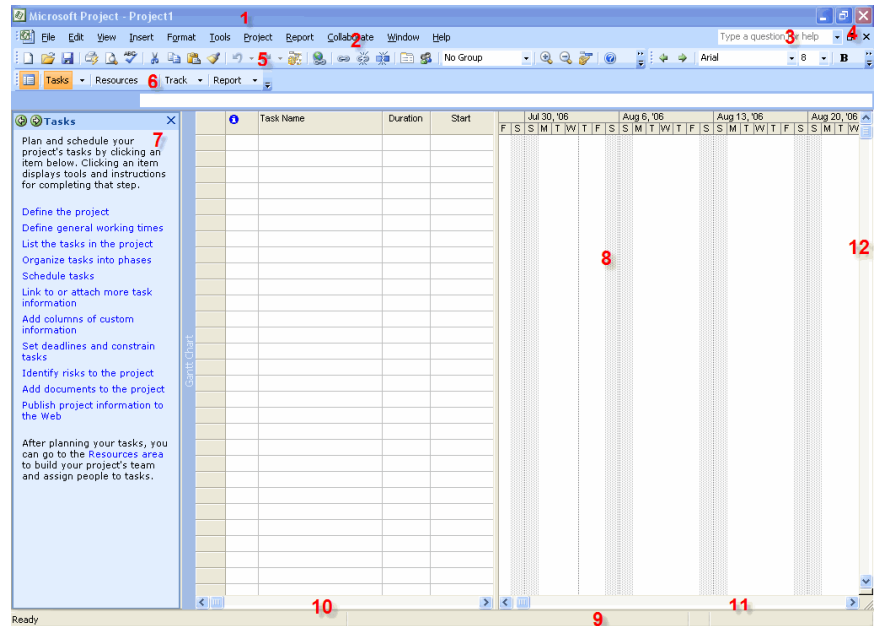# Microsoft® Project 2007

Quick Reference Tutorial

RARE IT

Key Terms

Project	In a business sense, a project is an undertaking that will accomplish a specific task, such as the launch of a new product, an office party, or writing a report.
Project Management	The art of aligning resources and schedules to accomplish all of the tasks required for a project.
Resource	A person or thing that will be used to accomplish a task. For example, wood and carpenters would both be resources needed to build a house.
Task	Something that must be achieved for your project to be successful. For example, wood must be used to build a house.
Constraint	Constraints restrict the start and finish date of tasks.
Duration	How long the task will take to complete.
Work	Labour needed to complete the task.
Units	If a resource is needed to complete the task, how much will be required.
Effort-driven	These types of tasks will be completed by people.
Material driven	These types of tasks will be completed by resources.

Keyboard Shortcuts

Open a new project	Ctrl + N
Save a file	Ctrl + S
Open a file	Ctrl + O
Print a project	Ctrl + P
Close Project	Alt + F4
Select All	Ctrl + A
Copy text	Ctrl + C
Cut text	Ctrl + X
Paste text	Ctrl + V
Undo last action	Ctrl + Z
Redo last action	Ctrl + Z
Find text	Ctrl + F
Replace text	Ctrl + H
New Task	Insert Key
Open Task Information	Shift + F2

The Project Interface

Title Bar (1)	This tells you what program you're working in (Microsoft Project) and what project (Project1). By default, Microsoft Project 2007 names unsaved projects Project1, Project2, and so on.
Menu Bar (2)	Click any of these commands to see a list of possible options, then, click any of the options to perform that action.
Type a Question (3)	If you have a question, type it here!
Document Controls (4)	These buttons let you minimize ( ), maximize/restore ( ), or close ( ) a certain project or the Project application.
Toolbars (5, 6)	Toolbars have icons, which are small buttons with pictures that represent actions. When you click the button, that action will happen. For example, you could click the icon on the standard toolbar and your project would save.
Task Panes (7)	Task panes can display lots of different information, functional options, wizards, or links to other task panes or resources. You can navigate through task panes almost like pages in a browser.
Project Window (8)	This is where you will enter your project's task information. In this image, you can see the task entry panel on the right and the Gantt chart (with dates listed at the top like a timeline) on the left.
Status Bar (9)	This bar can provide information on the current status of your application.
Scroll Bars (10, 11, 12)	Use these bars to view different parts of your window. You can use the arrows to move the view to the left or right, or drag the scroll bar to where you want it.

Entering a New Task

By default, Project will open to the task entry screen. Just type your task name and durations in the list.
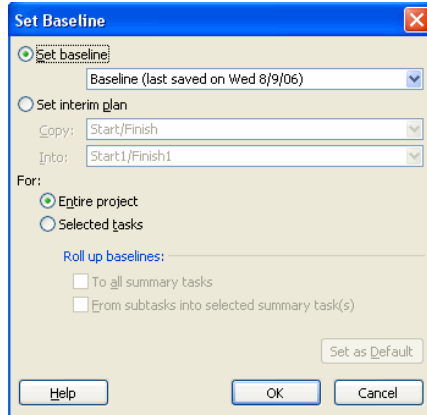
Task Name	Duration
Capture Requirements	1 day?
Design the Components	10 days

Duration abbreviations:

m	Minute
h	Hour
d	Day
w	Week
mo	Month
y	Year

Fields Captured for a Baseline

Tasks	Duration
	Start
	Finish
	Work
	Cost
Assignments	Start
	Finish
	Work
	Cost
Resources	Work
	Cost

Calendar Types

There are three types of calendars in Microsoft Project:

Project calendar — This is the main calendar that controls when tasks are worked on and when resources work on tasks.

Resource calendar — Each resource can have its own calendar to reflect its hours of availability.

Task calendar — Sometimes a task will need to have its own calendar to reflect its duration; for example, if a machine will run 24 hours a day.

There are also three base calendars, which are like calendar templates.

Standard — Working time is set Monday through Friday, 8 am to 5 pm, with an hour (noon to 1 pm) set aside for lunch.

Night Shift — Working time is set Monday through Friday, 11 pm to 8 am, with an hour (3 am to 4 am) set aside for lunch.

24 hours — Working time is every day and hour of the week; useful for resources (such as machines) that run constantly.

Constraint Types

Name	Description	Type
As Soon As Possible (ASAP)	All tasks start as soon as possible if you asked Project to schedule from the start date.	Flexible
As Late As Possible (ALAP)	All tasks start as late as possible if you asked Project to schedule from the end date.	Flexible
Start No Earlier Than (SNET)	Specify the earliest possible date that this task can start.	Flexible
Finish No Earlier Than (FNET)	Specify the earliest possible date that this task can finish.	Flexible
Start No Later Than (SNLT)	Specify the latest possible date that this task can start.	Flexible
Finish No Later Than (FNLT)	Specify the latest possible date that this task can finish.	Flexible
Must Start On (MSO)	Specify the date that this task must start on.	Inflexible
Must Finish On (MFO)	Specify the date that this task must finish on.	Inflexible

Task Types

Task Type	Explanation	If you change…	Project recalculates…	Effort or material driven
Fixed duration	Duration for these tasks will not change.	Units	Work	Either
		Duration	Work	
		Work	Units	
Fixed units (default task type)	This task's units will remain constant.	Units	Duration	Either
		Duration	Work	
		Work	Duration	
Fixed Work	This task's work will remain constant.	Units	Duration	Effort driven
		Duration	Units	
		Work	Duration	

Planning Your Project

✓ First, create a general outline of the project. You'll want to think about what the end result of the project will be. You'll also want to think about the general timeline, budget, and resources that you will have available.
✓ Next, create a task list. In this list you may want to specify how long each task is going to take, which tasks are going to be dependent on others, and which ones need to be broken down into sub-projects.
✓ Next, make a list of resources.
✓ Last but not least, think about your costs. You may even want to prepare a formal budget.

Printing Your Project

File – Print

Ctrl + P

Print icon (🖨) on the standard toolbar

Print Preview screen

Page Setup dialogue

Project Guide