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# Chapter 1: Project Basics

* The ribbon: commands are in tabs (e.g. file, tasks, Resource, Report, Project, View)
  + Selecting a tab activates the ribbon, and commands are organized into groups
  + Each command has its own button
* Project schedule: a model of a real project, what you want to happen throughout the project, and contains all of the tasks, resources, time frames, and costs that might be associated with the project
* Templates: predefined file that can be blank with the default characteristics set, or it could already contain project task resource information
* Backstage area: the name given to the File tab. This is where the user will change options, save, print, import, export, set file properties, etc.
* Microsoft project’s databases:
  + Task database: where all task-related information is stored, e.g. name, start, finish, cost, duration, and work
    - Task tab > click gantt chart
  + Resource database: e.g. name, type, standard rate (pay rate), resource group, base calendar, and maximum number of units for the resource
    - Resource tab > click resource sheet
  + Assignment database: when a resource is assigned to a task, all of the assignment-related information for each specific resource on each specific task is stored. E.g. resource’s start & finish data, amount of work, total cost, etc.

## Views:

* View: a window through which you can see various elements of your project schedule, **click the View tab**
* Gantt Chart View: measures activities by the amount of time needed to complete them, and to represent the amount of the activity that should have be done in a given time
* Resource Sheet: see information about all of the resources available to the project
* Resource usage: shows assignments, categorized by resource, i.e. which tasks are assigned to which resource
* Task usage: see information related to each task in the project,
* Calendar: provides task data in a calendar format
* Network Diagram: displays the logical sequencing of the tasks and the relationship these tasks have with other tasks in the project.

## Creating a project schedule

* You should perform all the planning processes associated with the project management methodology of your organization before entering any information into Microsoft project.
  + The following steps must be completed in order, because this is how the software expects the data to be entered
* Step 1: create a new blank project schedule
* Step 2: specify the start date:
  + Project tab > project information button >
* Step 3: define project calendar
  + Page 14

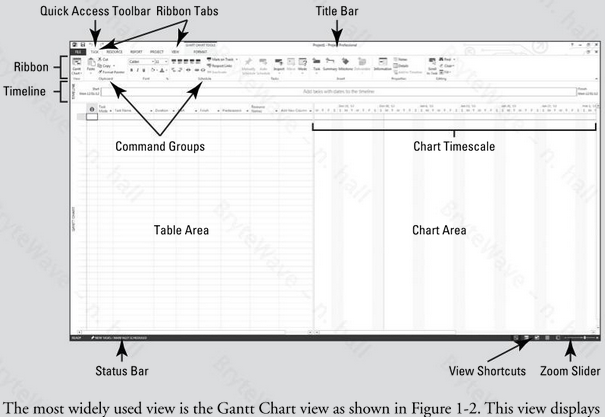
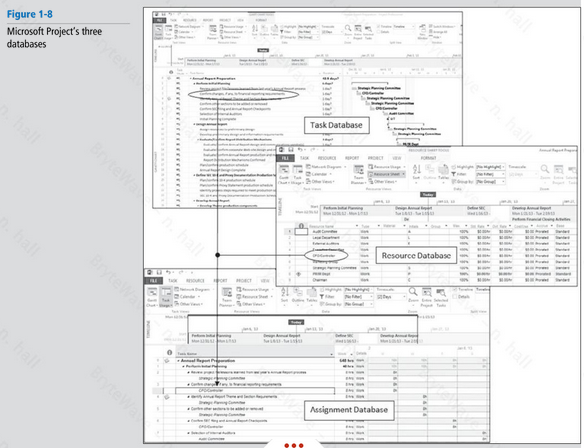
# Steps

* Templates: start > new > search online for templates or on your hard disk
* Tasks: Task tab > click Gantt chart
* Resources: Resource tab > click resource sheet
* Resource Usage: click view tab > resource usage > click the resource name column header >in the data group, click outline & select hide subtasks

# Short cuts

* Task Usage: click in any cell and CTRL+SHIFT+F5 to go move the timeline where the cell’s task will start, works in most views, e.g. Gantt Chart & task usage

# Pictures

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