# Appendix A

New Features in MSP 2010

Fluent UI: Ribbon Interface and Backstage Area

Project 2010 has adopted the new extensible ribbon menu interface that Microsoft introduced in Office 2007, as well as a backstage area that has many features from the old MS Project 'File' menu and the Office menu from the Office 2007 suite.

With this view of the Fluent UI, which shows those commands used most often with a larger icon. The UI shows only relevant commands depending on what you're viewing, such as the Gantt Chart Tools tab that appears at the right because of the active Gantt chart view.
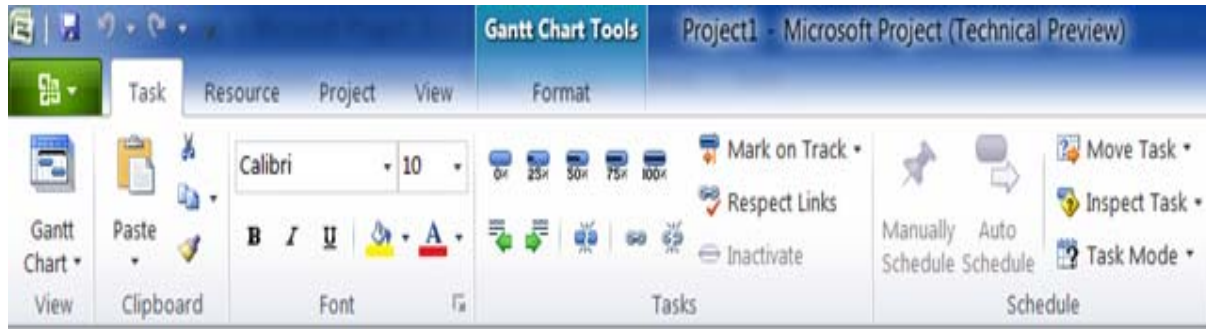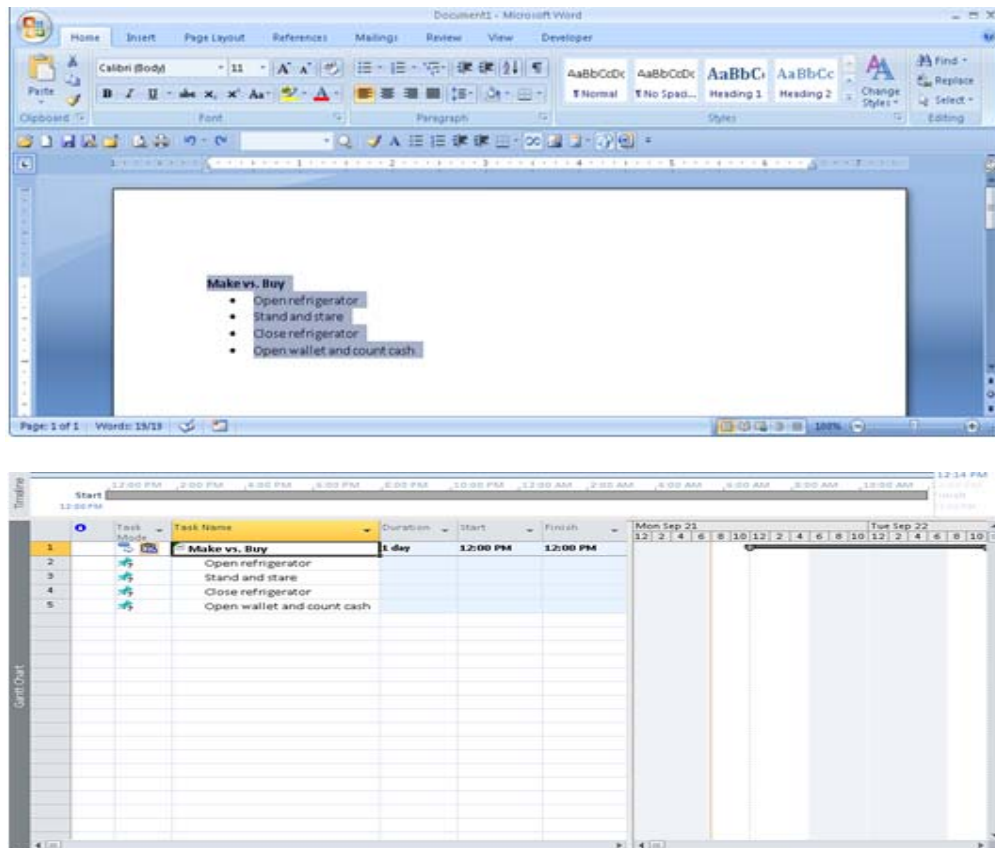

You can even customize the Ribbon so that it contains exactly *what* you want to see *where* you want to see it.
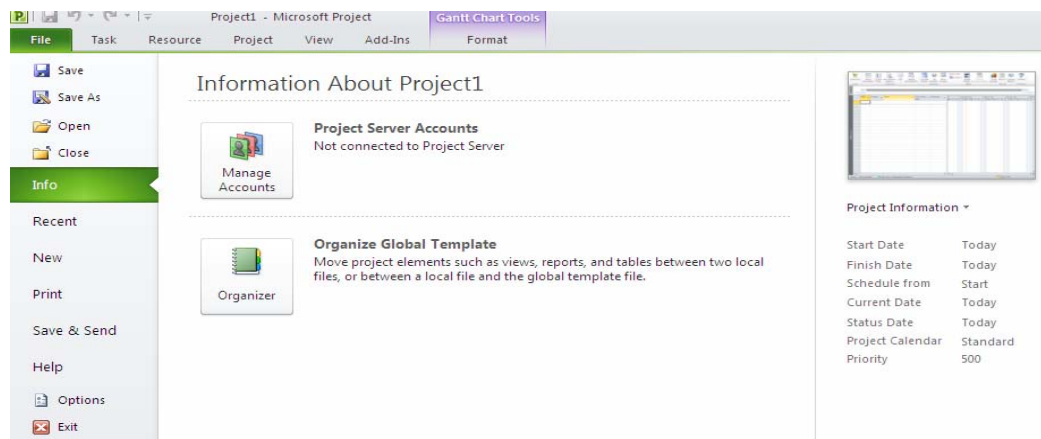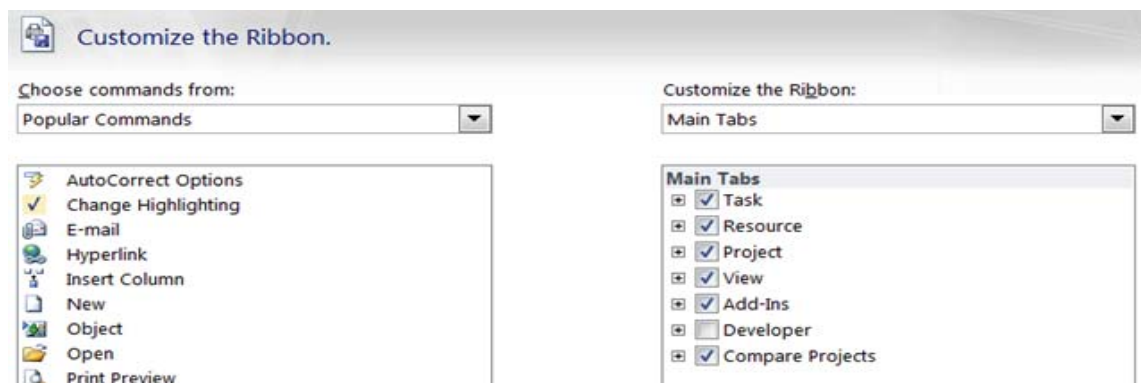
Rich Copy and Paste Functionality

People can now easily copy information between MS Project 2010 and other MS Office applications while maintaining formatting and structure / indenting:


More Excel-like Interface Behaviors

Microsoft Project now includes Excel-like interface features such as current row / current column highlighting, text wrapping, and built-in auto filtering:
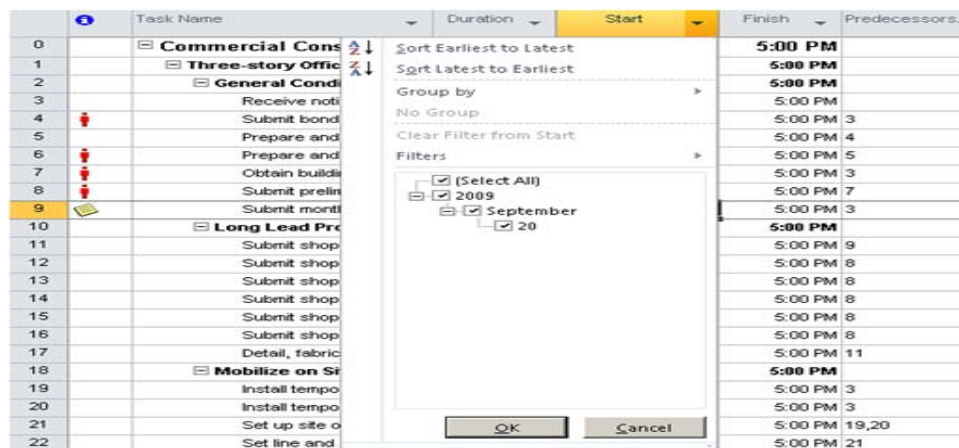
Top-down Summary Tasks

A variation of manually-scheduled tasks in which summary tasks (a.k.a. phases) can be estimated and manually entered into the project schedule without sub-task details... which may be added later:
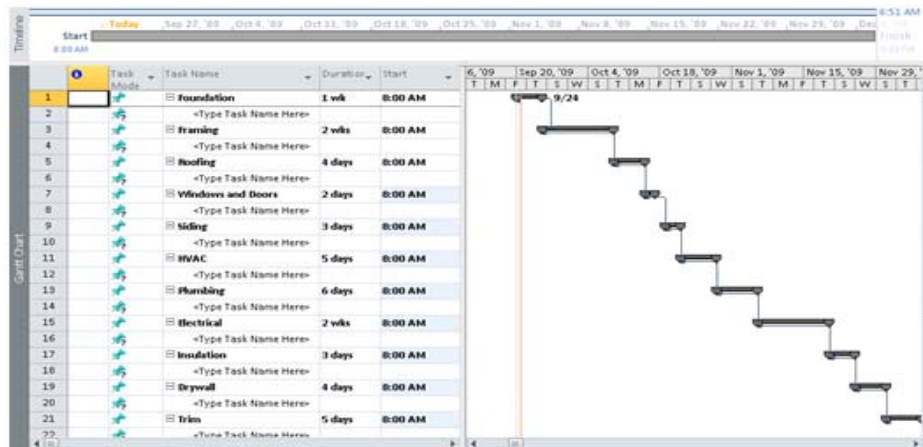

The Timeline

The Timeline area displays in a simple view the key phases and milestones associated with a Project Schedule. This feature, though simple, is remarkably beneficial for quickly showing everyone the high-level view of the project and its deliverables.
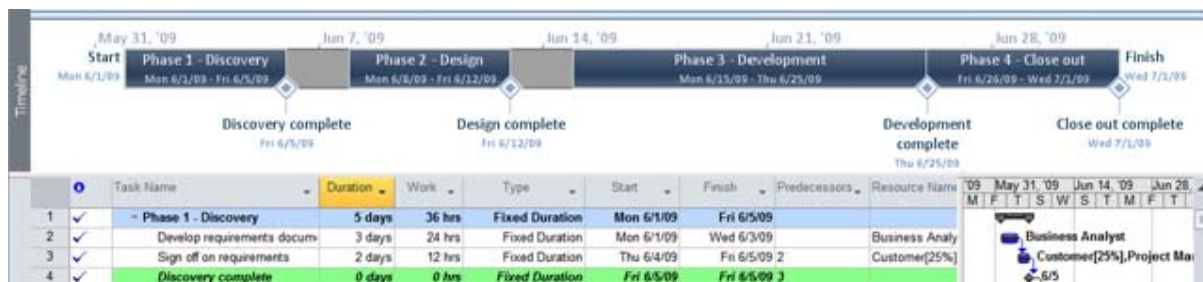
You can easily add to the Timeline by right-clicking a Task or Milestone, and choosing Add to Timeline. In addition, the Timeline shows the time frame shown in the Gantt chart, as shown below.
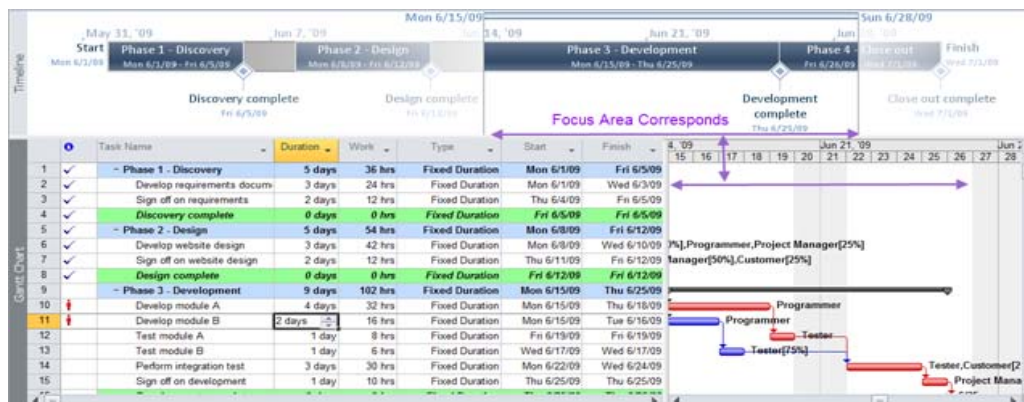
Manually Scheduled Tasks

When first planning a project, it's likely that you will have some dates associated with your phases (represented by Summary Tasks), specific tasks, or milestones. Now, rather than Project always assigning a default date and duration to tasks and milestones, you can create Manually Scheduled Tasks.

Observe in the picture below:

- **Task 1 is Automatically Scheduled**: the Task Mode property (which now appears as a column in the default Gantt chart view) is set to Automatically Scheduled. This mode is what you're used to from previous versions of Project. It is, however, no longer the default mode.
- **Task 2 is Manually Scheduled**: the Task Mode property defaults to the Manually Scheduled, which prevents the scheduling engine from acting on the task.
- **Task 3**: You can change this Task Mode property using the drop-down field, or by selecting the Manually Scheduled checkbox in the Details (formerly Split Screen) view.


Team Planner (Professional Only*)

How can you tell whether your resources are working more hours than they have time available? When will your resources work on tasks? When are they available? In Project 2007 and could to use assignment views, such as Task Usage and Resource Usage. With Project 2010, you can use the newly minted Team Planner.

This excellent view focuses on the resources, and the tasks to which they are assigned
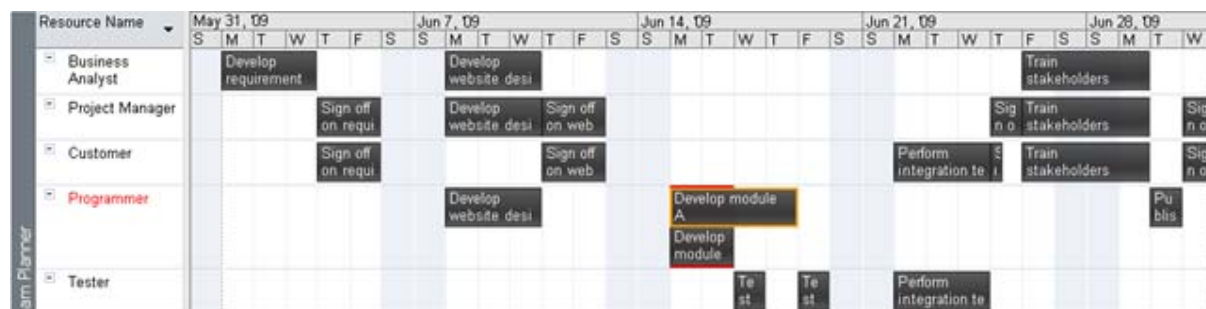

In this view, you can see that the Programmer is overallocated: we know this because he shows highlighted in red. However, unlike previous versions we can see not only that he is overallocated, but where he is overallocated in the Gantt chart view. Notice the red lines show the overallocated time.
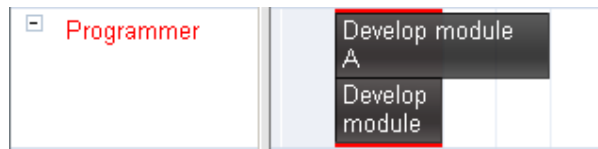
Task Inspector

A beefed-up version of the Project 2007 'Task Drivers' panel that includes additional information such as scheduling alerts and advice for tasks in the project schedule:
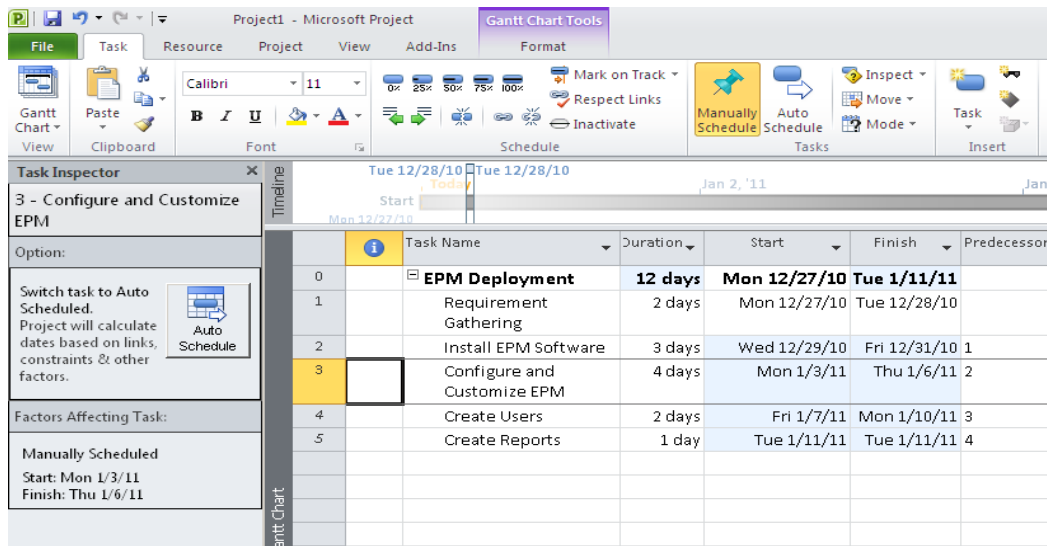
Inactive Tasks (Project 2010 Pro Only)

Individual or groups of tasks can be marked as inactive, allowing you to cancel work or simulate multiple scenarios in the schedule:
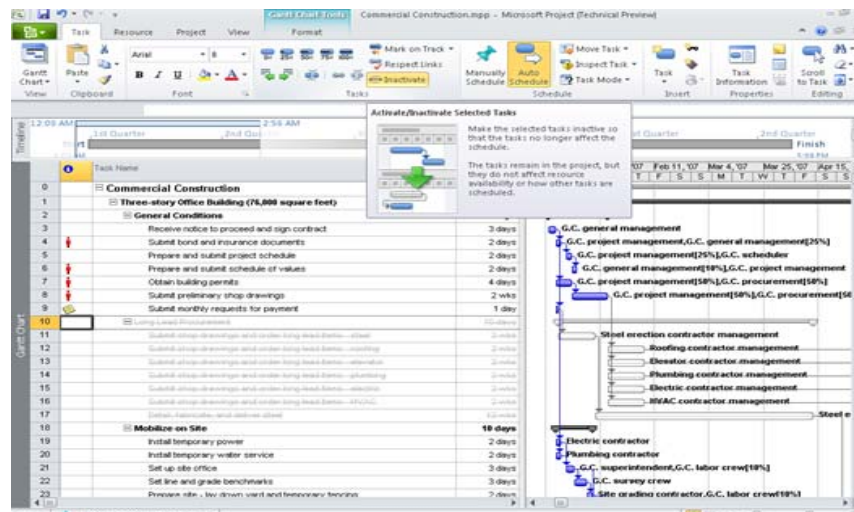

Fig 5: Defining Cost Rates in the Assignment Information window

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Notes