Module 2

MSP 2010 Interface

[20]

Objectives covered in this section

The MSP Interface section provides basic understanding of the interface and features of MSP 2010:

- MS Project 2010
- New Features included in Microsoft Project 2010
- Starting MS Project 2010
- Menu's
- File Types

MS Project 2010

Microsoft® Project Professional 2010 gives you a powerful, visually enhanced way to effectively manage a wide range of projects and programs. From meeting crucial deadlines, to selecting the right resources and empowering your teams, Project Professional 2010 delivers new and intuitive experiences to simply plan, manage and collaborate with individuals, teams and the enterprise.

Project 2010 increases productivity, reduces costs and drives efficiency through unified project and portfolio management, and delivers a powerful work management platform through familiar and connected tools.

New Features included in Microsoft Project 2010

- New Icon for MS Project 2010
- Ribbon Interface and Backstage Area - Fluent User Interface (UI)
- Rich Copy and Paste Functionality
- Rich Copy and Paste Functionality
- Manually-scheduled Tasks
- Top-down Summary Tasks
- Task Inspector
- Timeline View
- Incremental / Granular Leveling
- Inactive Tasks (Project 2010 Pro Only)
- Team Planner (Professional Only*)
- SharePoint Synchronization (Professional Only*)

2. Starting MS Project 2010

To access Microsoft Project 2010, you will have to go to,

Start → All Programs → Microsoft Office → Microsoft Office Project 2010 as shown in the image below,
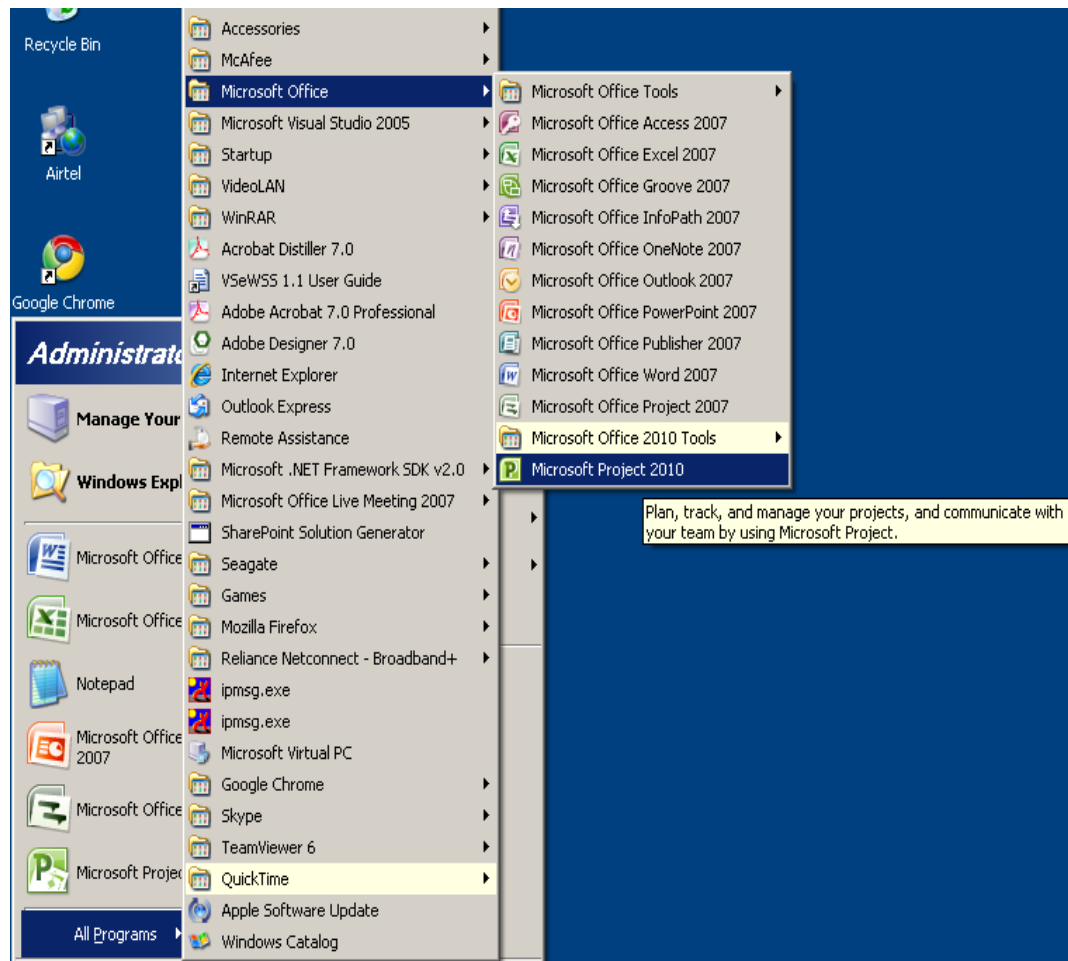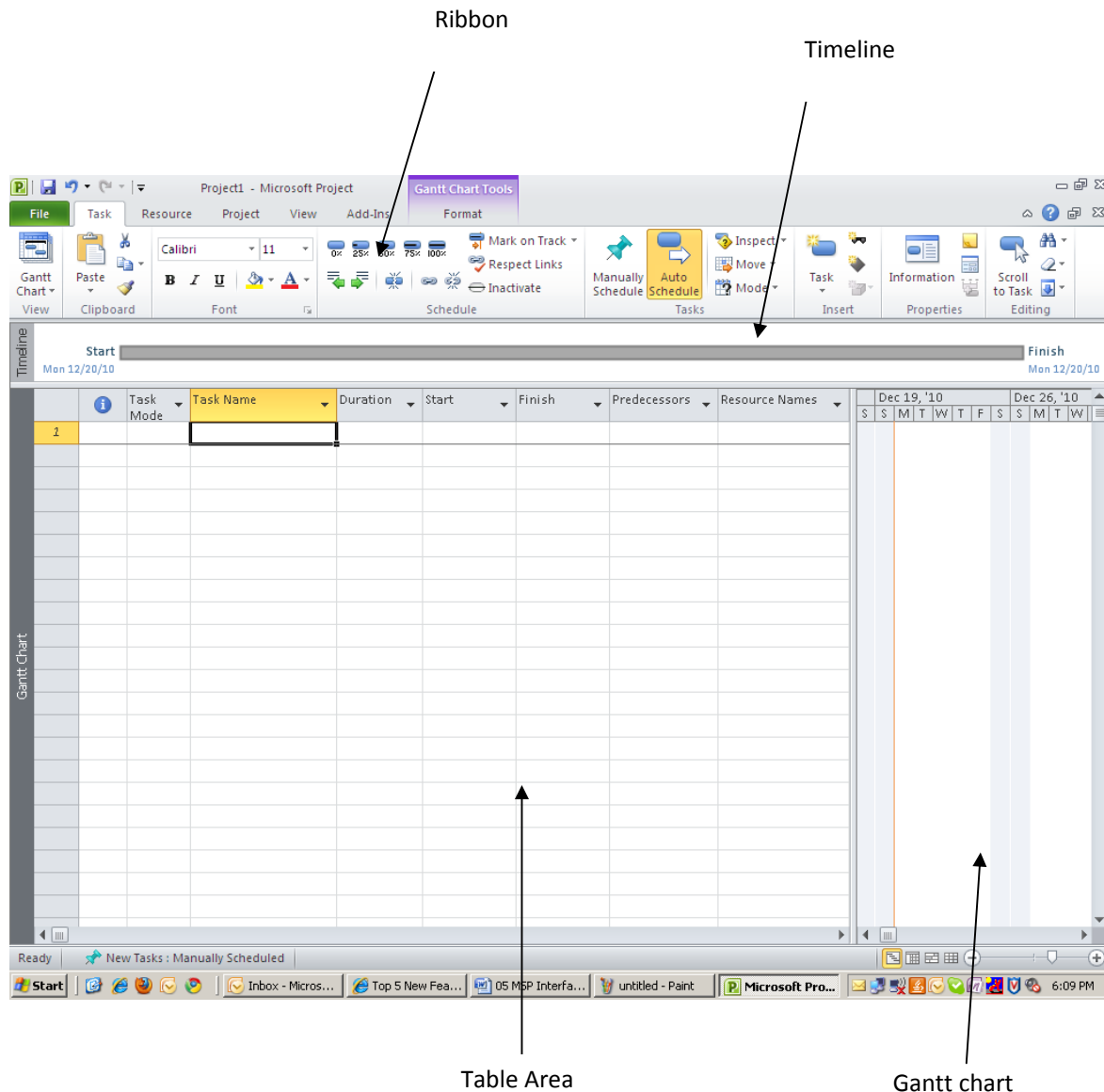

Fig .2.1 : How to access MS Project 2007

To access MS Project 2010, you can double click on the MSP 2010 icon on the desktop.

By default, MS Project opens a blank project screen in the Gantt chart view. A blank project contains no project information.

Ribbon

Timeline

Table Area

Gantt chart

3. The Ribbon

The Project 2010 user interface has been completely revamped this release based on the Office Fluent or "Ribbon" UI. The Office Fluent UI represents a dramatic departure from the overloaded menu and toolbar design model of previous Project releases. Project's extensive capabilities are now organized into logical, easy to find groups that help you accomplish actions efficiently rather than choosing features.

The Ribbon replaces menus and toolbars as the main location to find functionality organized to help you accomplish tasks. Here's a brief breakdown of each of the tabs across the Project 2010 Ribbon.

3.1 Task

The Task tab is where you access commands associated with tasks in addition to commands that are consistently on the first tab in other Office applications. You can think of the Task tab as Project's home tab.

View	Gantt Chart
Clipboard	Paste
	Cut
	Copy
	Format Painter
Font	Font Calibri
	Font size 11
	Bold, Italics, Underline **B** *I* U
	Background Color, Font Color
Tasks	Manually Schedule
	Auto schedule
	Inspect
	Move
	Mode

Insert	Task
	Insert summary Task
	Milestone
Editing	Scroll to task
	Find
	Clear
	Fill
Properties	Information
	Task Notes
	Display Task Details
	Add task to timeline
Schedule	% Complete
	Indent, Outdent
	Link ,Unlink
	Mark on track
	Respect links
	Inactive
	Split Tasks

3.2 Resource

The Resource tab is where you access commands associated with resources.
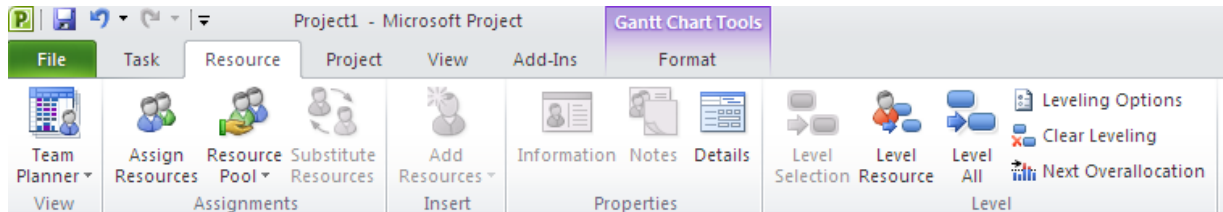
View	Team Planner
Assignments	Assign Resource
	Resource Pool
	Substitute Resource
Insert	Add Resources
Properties	Resource Information
	Resource Notes
	Display Resource Details
Level	Level selection
	Level Resource
	Level All
	Leveling Options
	Clear Leveling
	Next Over allocation

3.3 Project

The Project tab includes commands that affect the entire project.
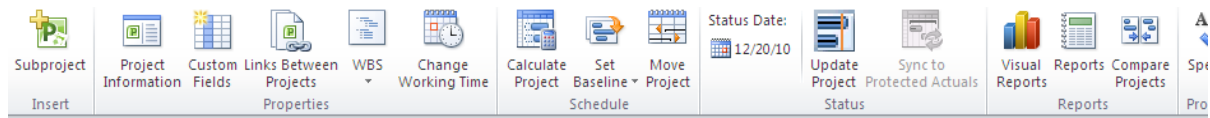
Insert	Subproject		
Properties	Project Information		
	Custom Fields		
	Links Between Projects		
	WBS		
	Change Working Time		
Schedule	Calculate Project		
	Set Baseline		
	Move Project		
Status	Status Date		
	Update Project		
	Sync to Protected Actual's		

Reports	Visual Reports
	Reports
	Compare Projects
Proofing	Spelling Check

The View

The View tab is where switch the view you're in; edit what data you see and how it is arranged, and setup combination views.
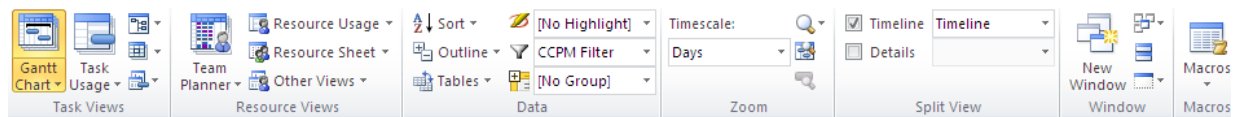
Task Views	Gantt Chart
	Task Usage
	Network Diagram
	Calendar
	Timeline
Resource Views	Team Planner
	Resource Usage
	Resource Sheet
	Other Views

Data	Sort
	Outline
	Tables
	Highlight
	Filter
	Group By
Zoom	Timescale
	Zoom
	Zoom entire Project
	Zoom selected Tasks
Split View	Timeline
	Details
Window	New Window
	Switch Window
	Arrange All
	Hide Window
Macros	View Macros

3.5 Formatting Toolbar

The Format tab contains the commands used to format the views contents.

The Formatting Toolbar consists of the following: -

Format	Text Styles
	Gridlines
	Layout
Columns	Insert Column
	Text Alignment
	Column settings
	Custom Fields
	Wrap Text
Bar Styles	Format
	Critical Tasks
	Slack
	Late Tasks
	Baseline
	Slippage
Gantt Chart Style	Gantt Chart Style
	Outline Number
	Project Summary Task
	Summary Tasks

Drawings	Drawing

At the bottom of the application window is the new Status Bar. The right side of the Status Bar includes convenient controls for quickly adjusting the zoom level of the timescale and switching views.

The left side of the Status Bar includes status items related to what you're working with. For example, you can see whether the view you are in is filtered and if you hover over the text you'll even see which filter is applied. Additionally, some of the items are interactive, such as the New Tasks item. If you click it, you can set the mode for new tasks.

In the upper left corner of the application window is the Quick Access Toolbar, into which you can add the commands you use most frequently, eliminating the need to switch to the Ribbon tab on which they are located while creating diagrams.

Finally, we have re-vamped the right-click menus and added minitoolbars. Minitoolbars are just what they sound like and they show up when you right-click any item. Pictured here are the task and resource right-click menus and mini toolbars.
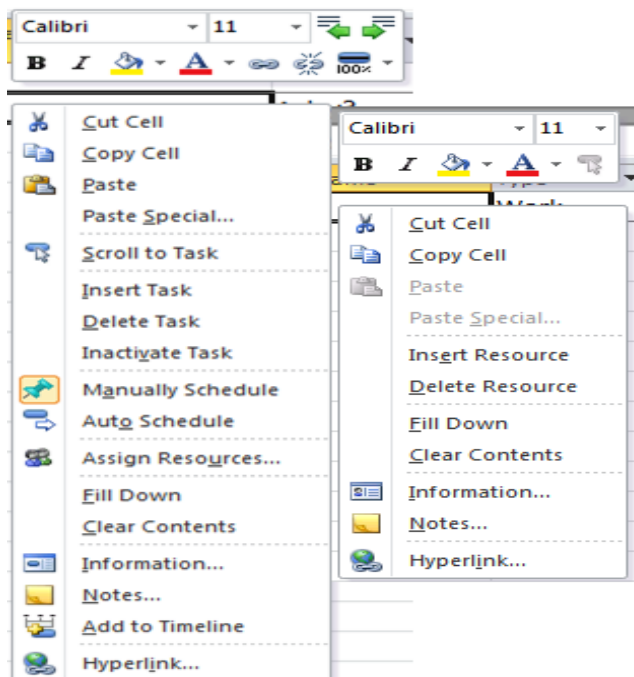
4. File Types

Project 2010 can open and save files in the following file formats. Some formats allow you to save all the information in your project, and some formats allow you to save only the data contained in Project fields.

File Format	Description
Microsoft Project Plan (MPP)	The standard file format for a project, which uses the .mpp extension.
Microsoft Project 2007 file	The standard file format for a project, which uses the .mpp extension. Project 2010 supports opening from and saving to the file format used by Project 2007.
Microsoft Project 2000-2003 file	The standard file format for a project, which uses the .mpp extension. Project 2010 supports opening from and saving to the file format used by Microsoft Project 2000-2002 and Microsoft Project 2003.
Microsoft Project 98 file	The standard file format for a project, which uses the .mpp extension. Project 2010 cannot save to the Project 98 file format. However, Project 2010 supports opening from the Microsoft Project 98 file format.
Microsoft Project Template (MPT)	This is a template file in which you can save boilerplate information. This format uses the .mpt extension. The global file (Global.mpt) is a master template file that can contain formatting information for all projects but it cannot store tasks, resources, or assignments.
Microsoft Project Exchange (MPX)	An ASCII format used with project management and various other programs that support MPX 4.0. This format uses the .mpx extension. Microsoft Project 4.0, Microsoft Project 4.1, and Microsoft Project 98 use the MPX 4.0 file format. In Microsoft Project 2000-2002, Project 2007 and Project 2010, you cannot save project information to this file format.
Microsoft Excel	A format used by the Microsoft Excel spreadsheet program. This format uses the .xls, .xlsx, .xslb, and .xlsm extensions. You can export field data to these formats, but you cannot export an entire project.
Microsoft Project Database (MPD)	A database format used by Project for storing entire projects. This format uses the .mpd extension. You cannot save to the MPD format using Project 2010, but you can open projects that are stored in MPD files.
Microsoft Access Database (MDB)	A database format used by the Microsoft Access database program, which uses the .mdb extension. You cannot save to the MDB format using Project 2010, but you can open projects that are stored in MDB files.

Open Database Connectivity (ODBC)	A format used by ODBC-compliant Microsoft SQL Server databases. You cannot save to the ODBC format using Project 2010, but you can open projects that are stored in ODBC files.
Text-only or ASCII	Text-only or ASCII format is a generic text format used by word-processing and other programs. This format uses the .txt extension and is tab delimited. You can export field data from a single Project table to this format, but you cannot export an entire project.
Comma-separated values (CSV)	Comma-separated values (CSV) is a generic text format used with word-processing and other programs. This format uses the .csv extension and is comma delimited, where values are separated by the system list separator. You can export field data from a single Project table to this format, but you cannot export an entire project.
Extensible Markup Language (XML)	Extensible Markup Language (XML) is a format used to deliver rich, structured data in a standard, consistent way. This format uses the .xml extension. You can export and import project data with this format. Like the MPX format used in older versions of Project, the XML format can be used to interchange project data between Project and other programs.
XML Paper Specification (XPS)	XPS is an electronic file format that preserves document formatting and enables file sharing.
Portable Document Format (PDF)	PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing.

Notes