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### **Getting Started with Microsoft Project**

- Explore the Microsoft Project 2010 Environment
- The Project Management Process
- The Ribbon and Tabs
- Display an Existing Project Plan
- Switching the Different Views

### **Creating a Project Plan**

- Create a Project Plan
- Information and Properties Dialog Box
- Create a Project Plan File
- Assign a Project Calendar
- Add Tasks to a Project Plan
- Enter the Task Duration Estimates
- Add Resources to a Project Plan

### **Managing Tasks in a Project Plan**

- Outline Tasks
- Link Dependent Tasks
- Set Task Constraints
- Setting Task Deadlines
- Add Notes to a Task
- Add a Recurring Task

### **Managing Resources in a Project Plan**

- Create a Resource Calendar
- Resource Information Dialog Box
- Assign Resources to Tasks
- Par-Time Resources
- Effort-Driven Scheduling & Task Variables
- Working with Split View
- Enter Costs for Resources
- Resolve Resource Conflicts

### **Finalizing a Project Plan**

- Shorten a Project Using the Critical Path
- Project Optimization Methods
- Set a Baseline
- Statistics Dialog Box
- Print a Project Summary Report
- File Formation Options