

File **Task** **Resource** **Project** **View** **Format**

Gantt Chart Task Summary Milestone Information Scroll to Task

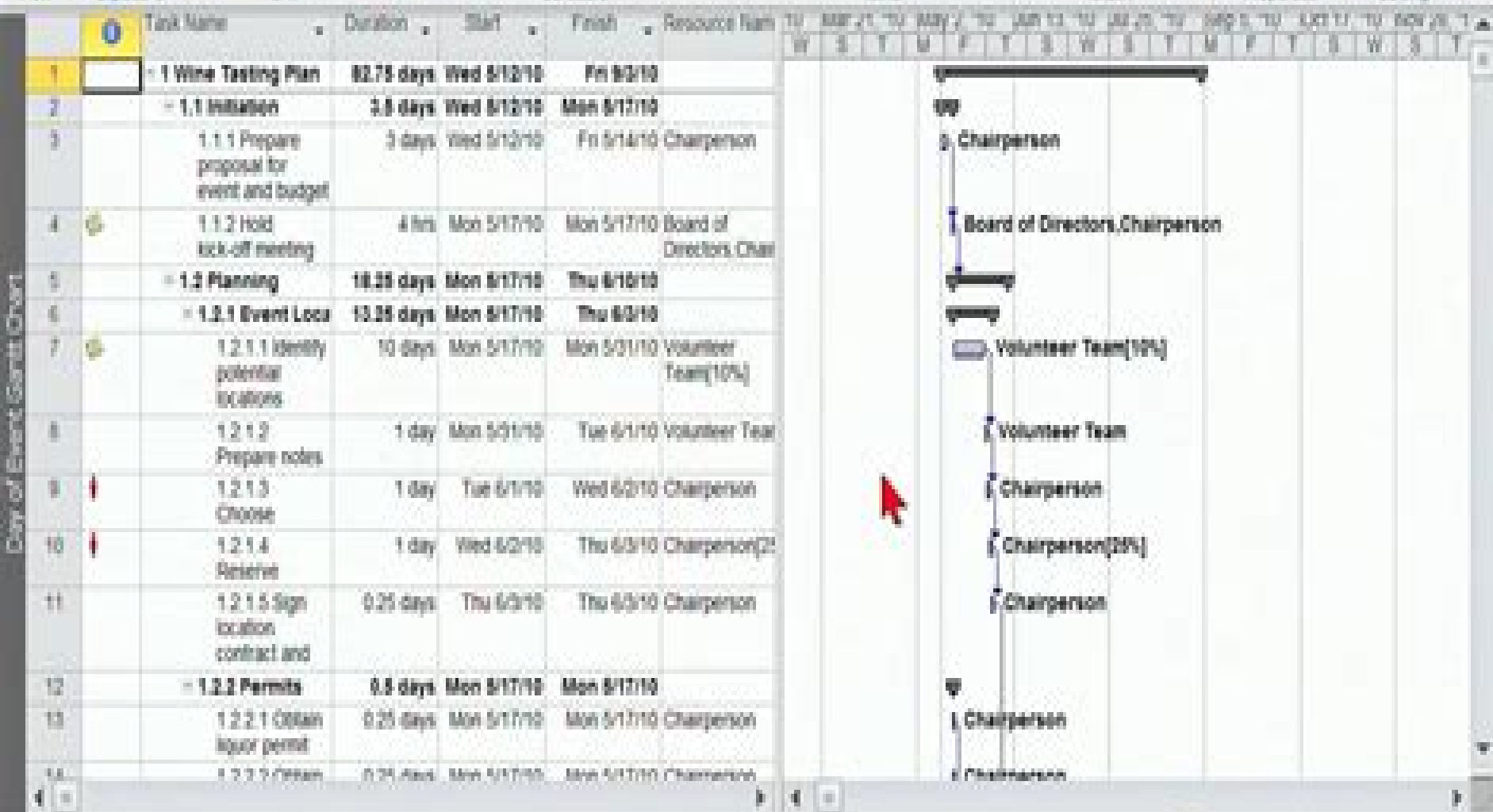
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Mark on Track Aspect Links 40% Inactive

Manually Schedule Auto Schedule Inspect Move Made

Task Milestone Deliverable

Schedule **Tasks** **Insert** **Properties** **Editing**



Microsoft Office Project Manual 2010

Jiyuan Zhang



Microsoft Office Project Manual 2010:

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Selecting Ranges 8 Ranged Data Entry 9 Using AutoFill Creating Formulas 1 Ranged Formula Syntax 2 Simple Formula
Syntax 3 Writing Formulas 4 Using AutoSum 5 Inserting Functions 6 Editing a Range 7 Formula AutoCorrect 8 AutoCalculate
9 Function Compatibility Copying Pasting Formulas 1 Relative References and Absolute References 2 Cutting Copying and
Pasting Data 3 AutoFilling Cells 4 The Undo Button 5 The Redo Button Columns Rows 1 Selecting Columns Rows 2 Adjusting
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Formatting from Cells to Another Area Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple
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Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box
4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings Printing Spreadsheets 1 Previewing and
Printing Worksheets Helping Yourself 1 Using Excel Help 2 The Tell Me Bar 3 Smart Lookup Creating 3D Formulas 1
Creating 3D Formulas 2 3D Formula Syntax 3 Creating 3D Range References Named Ranges 1 Naming Ranges 2 Creating
Names from Headings 3 Moving to a Named Range 4 Using Named Ranges in Formulas 5 Naming 3D Ranges 6 Deleting
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3 Clearing Conditional Formatting 4 Using Table and Cell Styles Paste Special 1 Using Paste Special 2 Pasting Links Sharing
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Compare and Merge Workbooks Auditing Worksheets 1 Auditing Worksheets 2 Tracing Precedent and Dependent Cells 3
 Tracing Errors 4 Error Checking 5 Using the Watch Window 6 Cell Validation Outlining Worksheets 1 Using Outlines 2
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Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes Legal Documents and Printing 1 Printing on Legal Paper 2 Using Legal Templates in Word 3 WordPerfect to Word Migration Issues

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