

Microsoft® Project 2010 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

Page	Location	Description	Date corrected
xxix	3rd paragraph under Getting Help	<p>In early printings of this book, the URL given for the book's errata page was easy to misread. The capital letter 'l' which appears after the 'k' in the word 'LinkId' is easy to mistake for a lowercase 'l'.</p> <p>Reads: "go.microsoft.com/fwlink/?LinkId=191765"</p> <p>Should read: "http://go.microsoft.com/fwlink/?LinkId=191765"</p>	3/1/2011
xxvii	1st paragraph	<p>In early printings of this book, the URL given for the practice files was easy to misread. The capital letter 'l' which appears after the 'k' in the word 'LinkId' is easy to mistake for a lowercase 'l'.</p> <p>Reads: go.microsoft.com/fwlink/?LinkId=191765</p> <p>Should read: http://go.microsoft.com/fwlink/?LinkId=191765</p>	3/1/2011
31	Last sentence in the first paragraph.	<p>Reads: "Options dialog box"</p> <p>Should read: "Project Options dialog box"</p>	7/3/2013
40		<p>Add the following paragraph after the screenshot and before the existing paragraph under step 10:</p> <p>Notice that Project replaced the text value in the start date field of task 8 with a scheduled date, and supplied a one-day duration. Project did so because it requires a date value for the task once it was linked to another task. The question mark following the duration value indicates that this is an estimated duration; it has no effect on the scheduling of the task.</p>	7/3/2013

Page	Location	Description	Date corrected
40	The tip above the screenshot in step 10.	<p>Reads: "Tip: To select tasks that are not adjacent, select the first task, hold down the Ctrl key, and then select the second task."</p> <p>Should read: "Tip: Tasks 6 through 8 are adjacent to each other. To select tasks that are not adjacent, select the first task, hold down the Ctrl key, and then select additional tasks."</p>	7/3/2013
41	2nd graphic	<p>Reads: 11. In the chart portion of the Gantt Chart view, point the mouse pointer at the Gantt bar for task 1, Planning Phase, and then click and drag to the Gantt bar for task 5, Public Launch Phase. When the mouse pointer is over task 5, note the link line and icon that appear. Release the mouse pointer.</p> <p>Should read: 11. In the chart portion of the Gantt Chart view, point the mouse pointer at the Gantt bar for task 1, Planning Phase. Click and drag down and to the right to the Gantt bar for task 5, Public Launch Phase, and release the mouse over the task 5 bar.</p> <p>Remove the following paragraph on the top of page 41: When the mouse pointer is over task 5, note the link line and icon that appear, release the mouse pointer.</p>	11/9/2012
44	After the screenshot in step 6.	<p>Remove the following paragraph, it will be moved to the appropriate spot earlier in the chapter.</p> <p>Notice that Project supplied a one-day duration for task 8, which previously had a text note for its duration. Project did so because it requires a numeric time value for every automatically scheduled task's duration value. The question mark following the duration value indicates that this is an estimated duration; it has no effect on the scheduling of the task.</p>	7/3/2013
51	Step 2	<p>Reads: 2. On the Task tab, in the Properties group, click Task Notes.</p> <p>Should read: 2. On the Task tab, in the Properties group, click Notes.</p>	11/9/2012
68	In the second sentence, in the second paragraph.	<p>Reads: In Chapter 2, you entered a task note via the Task Notes button on the Task tab of the Properties group.</p> <p>Should read: In Chapter 2, you entered a task note via the Notes button on the Task tab of the Properties group.</p>	11/9/2012

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96	Second paragraph, first sentence.	Reads: “...and milestones in the chart portion of the Custom Gantt Chart view.” Should read: “...and milestones in the chart portion of the Gantt Chart view.”	11/9/2012
152	The last sentence in the fourth bullet.	Correct the date value as shown. Reads: For example, if you want to schedule a task to start at 10 A.M. on July 12, enter 7/12/1/2 10AM in the Start field. Should read: For example, if you want to schedule a task to start at 10 A.M. on July 12, enter 7/12/12 10AM in the Start field.	11/9/2012
165	Second sentence in the paragraph under image	Reads: "pre-production phase moves" Should read: "Acquisition phase moves"	7/3/2013
170	In the first sentence in the first bullet.	Reads: Default Start Time value entered on the Calendar tab (on the Tools menu, click Options); in this project, that value is 8 A.M. Should read: "plan's default start time. (Click File, click Options, and then click Schedule.) In this project, that value is 8 A.M."	7/3/2013
172	In the Tip.	Replace Tip text as shown: Reads: TIP To learn more about managing a critical path, type critical path into the Search box in the upper-right corner of the Project window. The Search box initially contains the text “Type a question for help.” Should read: TIP To learn more about managing a critical path, click the Help button (which looks like a question mark) in the upper-right corner of the Project window, and in the Help Search box, type critical path.	11/9/2012
205	Step 9, line 2	Reads: "to Carole's Poland's row so that the task start date is Tuesday, August 7." Should read: "Carole Poland's row so that the task start date is Tuesday, August 7."	9/27/2013

Page	Location	Description	Date corrected
206	The sentence just above step 12.	Reads: To conclude this exercise, you'll address some of the resource overallocation problems that are visible in the Timeline view. Should read: To conclude this exercise, you'll address some of the resource overallocation problems that are visible in the timescale side of the Team Planner view.	7/3/2013
207	Second paragraph under the top image	Reads: "Interior illustration and design" Should read: "Interior illustration design"	7/3/2013
214	The sentence just above step 8.	Reads: "Next, you will look at two work resources and their allocations." Should read: "Next, you will look at a work resource and her allocations."	7/3/2013
215	Between third and fourth paragraphs in #9	Add the following "Important" note between the current paragraphs that begin with "Notice that..." and "As you can see..." "Important If you do not see any overallocated resources, verify in the Resource Leveling dialog box that Day by Day and Manual are selected (on the Resource tab, in the Level group, click the Leveling Options dialog box). If you still don't see overallocated resources, reopen the Advance Plan_Start practice file."	10/7/2011
216	Blue text on the screenshot	Slight correction - The "to work" should be "of work" Reads: "These two assignments make up the 9 hours to work scheduled for Monday." Should read: "These two assignments make up the 9 hours of work scheduled for Monday."	9/27/2013
259	Second sentence in the first paragraph under the bulleted list.	Reads: "Editorial phase" Should read: "Acquisition phase"	7/3/2013
267	first sentence in the first paragraph under the bulleted list	Reads: "three resources" Should read: "two resources"	7/3/2013

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288	First sentence in the second paragraph.	Reads: "Project Information dialog box" Should read: "Project Statistics dialog box"	7/3/2013
290	In the paragraph above step 1.	Reads: "In this exercise, you use different views, tables, and sorting to see resource cost variance." Should read: "In this exercise, you use different tables and sorting options to see resource cost variance."	7/3/2013
347	In the first bullet	Reads: "by copying the custom view" Should read: "by copying the custom calendar"	7/3/2013
362	The second bullet in the "Customizing the Ribbon and Quick Access Toolbar" section	Reads: "Customize an existing ribbon or create a new ribbon that includes any commands that you want." Should read: "Customize an existing tab on the ribbon or create a new tab that includes any commands that you want."	7/3/2013
384	The sentence below step 8.	Reads: "On the next page of the wizard, you can see your options for the types of data to export, the delimiter between data values (tab or space), and other options." Should read: "On this page of the wizard, you can see your options for the types of data to export, the delimiter between data values (tab, space, or comma), and other options. This time you'll use the default options."	7/3/2013

Page	Location	Description	Date corrected
386	The last three paragraphs in the sidebar	<p>Reads:</p> <p>When running Project 2010, you may find you need to share project plans with users of previous versions of Project. There are a few ways of doing this.</p> <p>The simplest strategy is to save in Microsoft Project 2000–2003 format or Microsoft Project 2007 format (these are both file formats listed in the “Save as type” box in the Save As dialog box). However, some data relating to new features in Project 2010 will be changed or discarded when saved. Manually scheduled tasks, for example, will be converted to automatically scheduled tasks.</p> <p>Another strategy is to try to open a Project 2010 file in an earlier version of Project. Because the Project 2010 file format differs from that of all earlier versions of Project, you cannot open 2010 files in Project 2007 without first downloading a file converter from the Microsoft.com Web site. If a Project 2007 user tries to open a 2010 file, Project will prompt them to download the converter. Even when using the converter, new features introduced in Project 2010, such as manually scheduled tasks, are not supported in earlier versions of the software."</p> <p>Should read:</p> <p>When running Project 2010, you might find you need to share project plans with users of previous versions of Project. One strategy is to save in Microsoft Project 2000–2003 format or Microsoft Project 2007 format (these are both file formats listed in the “Save as type” box in the Save As dialog box). However, some data relating to new features in Project 2010 will be changed or discarded when saved in the older format . Manually scheduled tasks, for example, will be converted to automatically scheduled tasks.</p> <p>To learn more about file formats and Project versions, click the Help button (which looks like a question mark) in the upper-right corner of the Project window, and in the Help Search box, type Supported file formats."</p>	7/3/2013

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391	Second paragraph after "Guided Tour: Synchronizing Task Lists Between Project and SharePoint (Project Professional only)"	<p>Reads: In both cases, the tasks in SharePoint behave like manually scheduled tasks; you can enter a start date and deadline for the tasks, but no active scheduling occurs. When a SharePoint task list is then synchronized with Project, the resulting tasks in Project are manually scheduled tasks. In Project, you can convert them to automatic scheduling and perform whatever task scheduling activities you wish, such as linking tasks, changing durations, and so on. However when you then synchronize from Project to SharePoint, the tasks in Project are converted back to manually scheduled tasks.</p> <p>Should read: In a Project Tasks list in SharePoint the tasks behave like manually scheduled tasks; you can track progress on a task or add new tasks, but no active scheduling occurs. When the SharePoint task list is synchronized with Project, you can then use the full range of scheduling features in Project, such as linking tasks, changing durations, and so on.</p>	10/7/2011
391	2nd paragraph under heading Guided Tour	<p>Reads: "...you can then use the full range of scheduling features in Project.."</p> <p>Should read: "...you can then use scheduling features in Project..."</p>	2/3/2012
394	Second paragraph in #8	<p>Reads: The latest task list appears in Project. These remain manually scheduled tasks.</p> <p>Should read: The latest task list appears in Project.</p>	10/7/2011
395	First paragraph on page	<p>Reads: After additional rounds of fine-tuning the plan and synchronizing between Project and SharePoint, Hany converts that task list in Project to be scheduled automatically and makes other adjustments, like setting lead times, that are not supported by SharePoint.</p> <p>Should read: After additional rounds of fine-tuning the plan and synchronizing between Project and SharePoint, Hany makes schedule adjustments in Project that are not supported by SharePoint, such as setting lead times.</p>	10/7/2011
411	step 5	<p>Reads: 5. Click in the Start field and type or select 8/13/12, and then click the Finish field. Project fills in the same value in the Finish Date field.</p> <p>Should read: 5. Click in the Start field and type or select 8/13/12, and then click the Finish field and type or select 8/13/12. Note that if the date you're entering in the Start field is in the future, then the same date will appear in the Finish field.</p>	9/27/2013