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Microsoft Project 2010 Quick Reference Guide

If your IT team is managing even remotely complex initiatives, you probably are using Microsoft Project, the industry-standard project management tool. Professional project managers tend to know their way around the Project interface, but with new levels of collaboration and reporting in the 2010 release of the product, team members who are not as familiar with the software will be contributing status updates and other information to project records.

This quick reference guide, from our partners at [Custom Guide](#), gives users of any experience level a handy resource for navigating the Project interface. In addition to a visual breakdown of the main Project screen, the sheet offers a glossary of Project's many views and keyboard shortcuts and action steps for tasks like exporting reports to Excel and calculating project changes.

Included in this zip file are:

- project-quick-reference-2010.pdf
- Intro Doc.pdf
- Terms and Conditions.pdf