

## FAQ's

### 1. How do you create a project with MS Project?

After opening MS Project, Click on File and select New. On the New Project task pane, click on Blank Project.

Click on File and select New. On the New Project task pane, click On computer and click the Project Templates tab. Select a template and click on OK.

You can use the Project Information dialog box to create a new project.

Click on Project and select Project Information.

- Enter a start date in the Start Date text box, and click on OK.
- Save the file, click on File and select Save. Name the file and save to a preferred location.

### 2. Explain project calendars.

A Project must base its schedule on a measure of time.

Microsoft Project has three default base calendars that it uses to create a schedule for a project.

- a. Standard - Monday to Friday 8 am to 5 pm with 1 hour break
- b. 24 hours - working round the clock with shifts
- c. Night shifts - Monday night to Sunday morning 11pm to 8 am with 1 hour break

Click on Tools, and select Change Working Time to change the calendar formats.

### **3. Explain the entering, editing and entering duration of tasks in MSP.**

A task represents the work to be done to accomplish the goals of the project.

#### **1. Enter Tasks:**

- From the Entry table. Click in the desired row and enter a task name, press enter. Continue until all tasks for the project have been entered.

#### **2. To enter Subtasks:**

- Insert a new row in the Entry table. When inserting a new task, by default new rows are inserted above selected row.
- Click on Insert and select New Task. Or you can press the Insert key from your keyboard.

Tasks within your project plan can change, editing tasks correctly will make it easier for you while working in Microsoft Project.

#### **To Edit text:**

a. Select the task name, click in the entry bar to edit text, press enter or click on the green check mark.

#### **To Move a task:**

- Select the entire task by clicking on the ID number of the task.
- Right-click the ID number and select Cut Task.
- Click the row where you want the task to be placed.
- Right-click the ID number and select Paste.

#### **To Copy a task:**

- Select the entire task by clicking the ID number for the task.
- Right-click on the ID number and select Copy task.

- Click the row where you want the task to be placed.
- Right-click the ID number and select Paste.

#### **To Insert a task:**

- Select the task below the row where you want the new task inserted.
- Press the Insert key.
- Or... Click on Insert, select New Task.
- Or ...Right-click on the ID number and select New Task.

#### **To Delete a task:**

- Select the entire task by clicking on the ID number and press the Delete Key.
- Or...Right-click on the ID number and select Delete Task.

#### **Enter Task Duration**

Best practice is to enter duration estimates for tasks, allowing Project to schedule the task start and finish dates.

1. Duration can be displayed in minutes, hours, days, and weeks.

#### **Linking Tasks**

Linking establishes a dependency between tasks. Task relationships by default Project links tasks in a finish-to-start dependency.

- Select the tasks that you want to link, and then click the Link Task button.
- From the Gantt Chart double-click the link. The Task Dependency dialog box will appear, allowing you change the type of dependency.

#### **4. How do you assign resource to a project using MSP?**

- Click on the Gantt Chart view, select a task which you want to assign a resource.
- Click the Assign Resources button.
- Within the Assign Resources dialog box, click the resource names, then click on Assign.

#### **5. How do you display critical path in MSP?**

1. Click on Format and select Gantt Chart Wizard.
2. Within the Gantt Chart Wizard, click Next.
3. Verify that the Critical path option is selected and click Next.
4. Verify that the Resources and dates option is selected and click Next.
5. Verify that the Yes option is selected and click Next to indicate that the link must be shown between dependent tasks and to move to the next page.
6. Click on Format It to apply the custom Gantt Chart and click Exit Wizard to view the newly formatted chart.