

Covers Microsoft Project 2010 Professional
Companion Web Site

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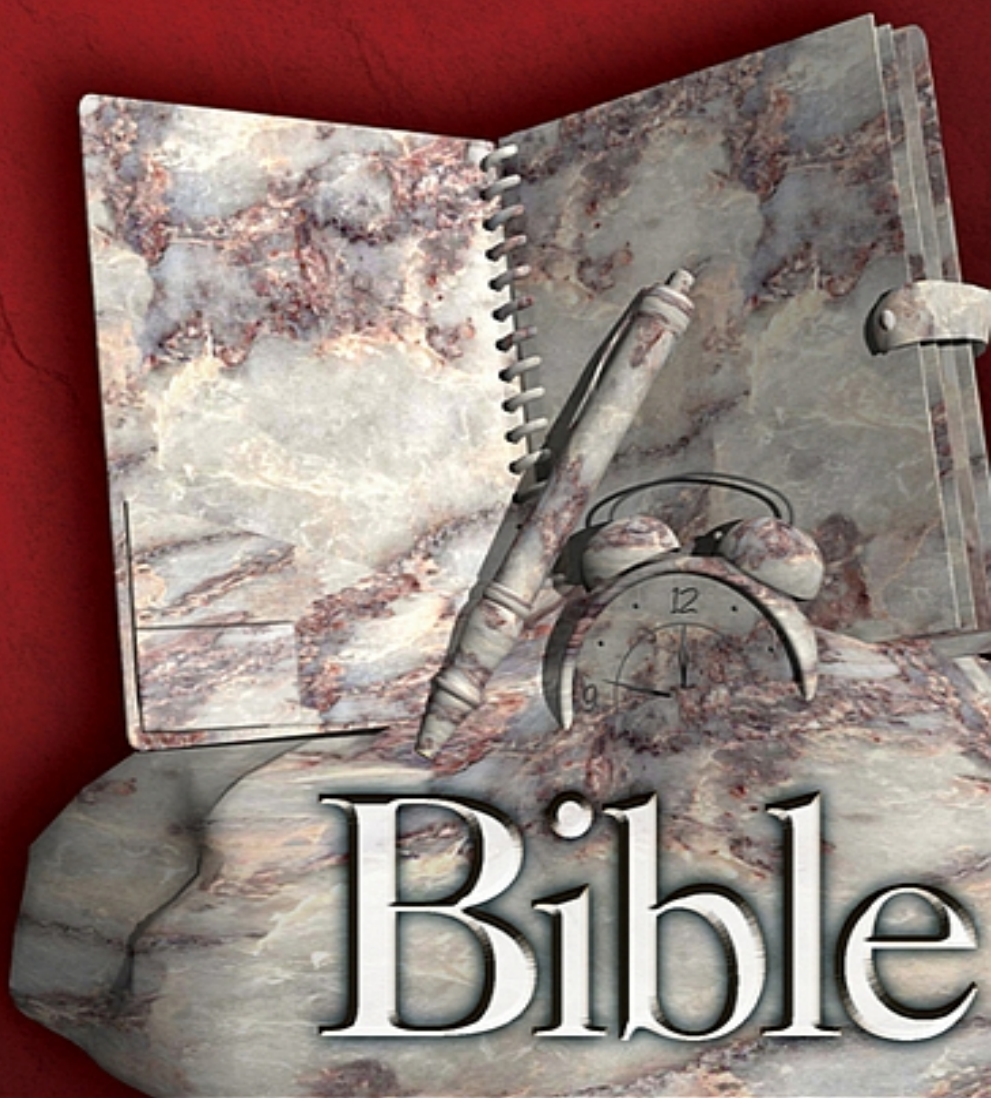
Microsoft®

Project 2010

Manage your projects
more effectively

Plan, implement, track,
and analyze

Harness Project Server
and Project Web App



Bible

The book you need to succeed!

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FIGURE 8.29 Use the Layout dialog box to change the way that Project presents tasks in the Calendar view.

FIGURE 8.30 When multiple tasks appear on the same day, Project displays a small black arrow in the upper-left corner of the day.

FIGURE 8.31 Select Copy Picture to create a graphic image you can paste into any application.

FIGURE 8.32 Choose the For Screen option to copy a Project schedule to the Windows Clipboard.

FIGURE 8.33 After you use the Copy Picture command to render an image for the screen, you can paste the image into any document.

FIGURE 8.34 You can click this button to open the Insert Picture dialog box and add a picture to a header.

FIGURE 8.35 Select the file you want to associate with a task.

FIGURE 8.36 The information in the file appears as a graphic object on the Notes tab of the Task Information dialog box.

FIGURE 8.37 You can copy any image that you placed on the Windows Clipboard into Project.

Chapter 9: Reporting on Progress

FIGURE 9.1 You set up print information in the Backstage view.

FIGURE 9.2 The Page tab of the Page Setup dialog box.

[FIGURE 9.3 The Margins tab of the Page Setup dialog box.](#)

[FIGURE 9.4 The Header tab of the Page Setup dialog box.](#)

[FIGURE 9.5 The Legend tab of the Page Setup dialog box.](#)

[FIGURE 9.6 The View tab of the Page Setup dialog box.](#)

[FIGURE 9.7 Select a report category from the Reports dialog box.](#)

[FIGURE 9.8 A preview of a report in Backstage view.](#)

[FIGURE 9.9 The reports available in the Overview category.](#)

[FIGURE 9.10 The Project Summary report.](#)

[FIGURE 9.11 The Top Level Tasks report.](#)

[FIGURE 9.12 The Critical Tasks report.](#)

[FIGURE 9.13 The Milestones report.](#)

[FIGURE 9.14 The Working Days report.](#)

[FIGURE 9.15 The reports available in the Cost category.](#)

[FIGURE 9.16 The Cash Flow report.](#)

[FIGURE 9.17 Use the Crosstab Report dialog box to change the default settings for the report.](#)

[FIGURE 9.18 The Earned Value report.](#)

[FIGURE 9.19 The Budget report.](#)

[FIGURE 9.20 The Overbudget Tasks report.](#)

[FIGURE 9.21 The Overbudget Resources report.](#)

[FIGURE 9.22 The reports available in the Current Activities category.](#)

[FIGURE 9.23 The Unstarted Tasks report.](#)

[FIGURE 9.24 The Tasks Starting Soon report.](#)

[FIGURE 9.25 The Tasks in Progress report.](#)

[FIGURE 9.26 The Completed Tasks report.](#)

[FIGURE 9.27 The Should Have Started Tasks report.](#)

[FIGURE 9.28 The Slipping Tasks report.](#)

[FIGURE 9.29 The reports available in the Assignments category.](#)

[FIGURE 9.30 The Who Does What report.](#)

[FIGURE 9.31 The Who Does What When report.](#)

[FIGURE 9.32 The To Do List report.](#)

[FIGURE 9.33 The Overallocated Resources report.](#)

[FIGURE 9.34 The Workload Reports dialog box.](#)

[FIGURE 9.35 The Task Usage report.](#)

[FIGURE 9.36 The Resource Usage report.](#)

[FIGURE 9.37 The Custom Reports dialog box.](#)

[FIGURE 9.38 The Task report.](#)

[FIGURE 9.39 The Resource report.](#)

[FIGURE 9.40 The Crosstab report.](#)

[FIGURE 9.41 Use the Report Text dialog box to change the font of the report items.](#)

[FIGURE 9.42 Use the Definition tab to change the report's table or filter.](#)

[FIGURE 9.43 Use the Details tab to specify the information you want to include on the report.](#)