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1. Open Microsoft Project 2010 2. Upon

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opening, project will automatically set you up with a blank project

**Opening a Project from an existing file**

1. Open Microsoft Project 2010
2. Click on File in the upper left hand corner
3. Click on Open
4. Select the appropriate folder and file, Click Open

**Opening a Project from a template**

1. Open Microsoft Project 2010
2. Select the File Tab
- 3.

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from manual to automatic.

## **In this chapter, you will learn how to**

Project 2010 Professional includes the Team Planner view (Quickly Assigning Resources with Team Planner), which uses swimlanes to show tasks assigned to resources. It's easy to spot

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unassigned or unscheduled tasks. The unassigned swimlane stockpiles all the tasks you haven't assigned yet, whether they're scheduled or not.

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Like Microsoft's other 2010 software, Project 2010 features a toolbar at the

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top where the most common actions are displayed graphically. There are tabs, such as Task, Resource, Project, View, etc., that group several related actions. If you want to open a particular type of project, for instance, go to the File tab.

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