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This document provides an introduction in using Microsoft Project 2010. Microsoft Project is a project management application that contains a set of tools to help managers plan, schedule, and control projects. The project plan file acts as a repository for all project-related information, including task lists, resources, calendars, and cost data. The Project Environment

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With Microsoft Project 2010, you can resolve resource conflicts by modifying assignments, changing scheduling, and more. Consider the following tactics to resolve resource conflicts: Revise the resource's availability to the project. For example, change the person's availability from 50 percent to 100 percent.

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Microsoft Project 2010 - Guide to Task and Resource Planning

Project starts you off with the tried-and-true Gantt Chart, but you have dozens of other options for viewing your tasks and resources and how they're all connected. You can change any view to meet your specific needs. Click the View tab. In the Task Views group or Resource Views group, click the view that you want to use.

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