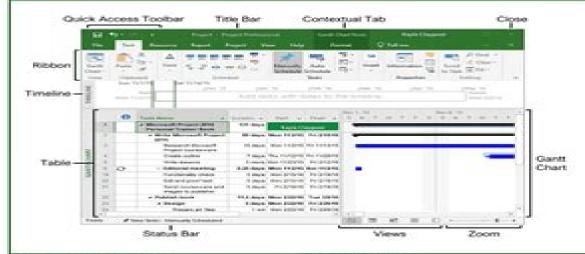
The Project 2016 Program Screen



Project Fundamentals

Create a New Project: Click the File tab, select New, and click Blank Project.

Open a Fille: Click the Fille tab and select Open, or press Ctrl + O. Select a location with a file you want, then select a file and olick Open.

Save a File: Click the File tab and select Save, or press Ctrl + S. Choose a location where you want to save the file. Give the file a name, then click Save.

Set Project Information: Click the Project tabon the ribbon and click the Project Information. Ill button. Choose to schedule the project from the start date or finish date, and select the start date or finish date. Click the Calendar list arrow and select an option, then click OK.

Create a New Project Calendar: Click the Project tab and click the Change Working Time To button. Click the Create New Calendar button, type a name for the calendar, and click OK.

Change Work Days and Hours: Click the Project tab and click the Change Working Time ¹⁵ button. Click the Work Weeks tab, click the **Details** button, and select a day to modify the work hours. Click **OK** twice to close the dialog boxes.

Project Views

Change Views: Click the View tab and select a view, or click one of the view buttons at the bottom of the window.

Gantt Chart Displays the task sheet on the left and graphical bass on the right.

Task Usage Displays all tasks and the resources assigned to them.

Calendar Displays the project tasks in a calendar

Team Planner Displays resources' work over time.

Resource Sheet Displays a list of resources and their rietals.

Turn on the Timeline: Click the View tab on the ribbon and select the Timeline check box.

Sort Information: Click the **View** tab on the ribbon, click the **Sort** \mathbb{N}^1 button, and select a sort option.

Filter Information: Click the Wiew tab on the ribbon, click the Filter T list arrow, and select a litter option.

Keyboard Shortcuts

General

Open an existing	
project	Ctrl + O
Create a new project	Ctrl + N
Save a project	Ctrl + S
Print a project	C64 + P
Close a file	Ctrl + W
Close Project	Alt + F4
Help.	F1
Spell check	_F7
Zoom in	Ctrl + /
Zoom out	Cod - Ship - *

Navigation and Views

Up one screen	Page Up
Down one screen	Page Down
Show filtered tasks or resources	F3
Display Field Settings	AN + F3
Show task or resource information	Shin - F2
Hide subtasks	
Street of testes	All - Shire - *.

C(t+1) + X

Ctrl + Shift - A

Edition

Copy	Ctrl - C
Paste	Ctrl + V
Umdo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl - F
Create a hyperlink	Ctrl + K
Add a new task	Insert
Cancel an entry	Esc
Clear/reset field	Ctrl - Delete
Fill down	Ctrl + D
Link tasks	Ctrl - F2
Umlink tasks	Ctrl - Shift -
Set task to manually	CHI - SNIR - B

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Underline	Chief		100

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