



Microsoft® Project 2016 Quick Reference Card

The Project 2016 Program Screen



Keyboard Shortcuts

General

Open an existing project	Ctrl + O
Create a new project	Ctrl + N
Save a project	Ctrl + S
Print a project	Ctrl + P
Close a file	Ctrl + W
Close Project	Alt + F4
Help	F1
Spell check	F7
Zoom in	Ctrl + /
Zoom out	Ctrl + Shift + *

Navigation and Views

Up one screen	Page Up
Down one screen	Page Down
Show filtered tasks or resources	F3
Display Field Settings	Alt + F3
Show task or resource information	Shift + F2
Hide subtasks	Alt + Shift + -
Show all tasks	Alt + Shift + *

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	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
Unlink tasks	Ctrl + Shift + F2
Set task to manually schedule	Ctrl + Shift + M
Set task to auto schedule	Ctrl + Shift + A

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

Project Fundamentals

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

Open a File: Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **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** tab on the ribbon and click the **Project Information** 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** 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** 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 bars on the right.
Task Usage	Displays all tasks and the resources assigned to them.
Calendar	Displays the project tasks in a calendar view.
Team Planner	Displays resources' work over time.
Resource Sheet	Displays a list of resources and their details.

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** button, and select a sort option.

Filter Information: Click the **View** tab on the ribbon, click the **Filter** list arrow, and select a filter option.

Microsoft Project 20quick Reference Guide

Beezix Software Services



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Planning and Control Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book **Microsoft Project Quick Reference Guide** ,1987 □□□□□□ ,1981 **Language Reference Microsoft FoxPro** ,1989 *Microsoft Project 98 Quick Source Reference Guide* Quick Source Staff,2000-06-01 **Microsoft Project 2000 Quick Source Reference Guide** Quick Source (Firm),Quick Source Staff,2000-09-01 Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying the Project s Statistics Changing the Progress of a Single Task Changing Progress of Several

Tasks Setting Up a Printout Previewing a View Printing a View Previewing or Printing a Report Transferring Data to Other Project Files This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **Practical Intranet Development** John Colby,Gareth Downes-Powell,Jeffrey Haas,Darren J. Harkness, Frank Pappas, Mike Parsons, Francis Storr, Inigo Surguy, Ruud Voigt, 2013-11-11 An intranet can be a powerful tool A well designed intranet becomes the key resource and communications platform for your organization used by members of staff as their first destination for information In contrast a poorly designed intranet will sit unused accumulating useless information and eating up IT budgets So how do you avoid this situation and make sure you design the most useful and usable intranet This book takes you through the steps you need to take to make an invaluable intranet from identifying your users needs and building an indispensable tool to marketing the results It guides you through the problems that may occur passing on invaluable advice from people who have been through the process before We start by setting the scene giving an overview of what intranets are and how to justify it to your organization We then give you a rundown of the main areas you ll need to think about when developing an intranet covering browsers development techniques usability content management security and internal marketing Finally we ll take a look at what to do when the Intranet moves beyond its original function looking at remote access extranets and what to do when the Intranet gets too big Microsoft Project 2003 Creating a Basic Project Quick Reference Guide Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Project 2003 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching Views Unlisted Views Using Project Guides Entering Tasks Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows Zooming Moving or Copying Changing Gantt Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout and Transferring Data to Other Project Files Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Project 98 : Quick Reference Guide** Nevada Learning Series Inc, 1999 **Microsoft Project 2013 Quick Reference Guide** Eric Verzuh, 2015-01-31 **Discover Visual Basic 5** James D. Foxall, 1997 Discover Visual Basic 5 covers all the topics necessary for the novice to begin writing Visual Basic programs The book is a simple fast and fun guide teaching the fundamentals of both the Visual Basic language and the VB development environment The CD ROM includes all samples from the text and the complete project for the Personal Information Manager as well as numerous ActiveX control demos Cover Title **The Only Relationship Workbook You Ever Need** Rita Hayes, How to create lasting fulfilling relationships that nourish your soul without repeating old patterns even if you ve been hurt or

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user's perspective this guide will be a valuable resource to improve your proficiency in using Project 2016. This guide is suitable as a training handout or simply an easy-to-use reference guide for any type of user. The following topics are covered: Understanding Precedence Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack, Filtering Tasks, Adjusting Date Constraints Using a Deadline, Entering or Reading Task Notes Using a Different Relationship Type, Lag/Lead Time, Changing Relationship Type or Lag, Creating Recurring Tasks, Splitting Tasks Using the Timeline Pane, Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline, Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster, Changing Calculation of Task Values, Permitting Overtime for a Task, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections, Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress.

Microsoft Project 2000 For Dummies Quick Reference Nancy Stevenson, 2000-05-05. This easy-to-read reference helps you harness the power of the project management capabilities of Microsoft Project 2000. No fluff instructions and tips show you to create a plan, build tasks and outline stages in your plan. Discover to use the vast menu of features in Microsoft Project 2000: scheduling, reporting, resource allocation, workflow management and project tracking. You can even plan your deadlines depending on constraining events or costs. With this handy guide at your side you can come in under budget and in plenty of time.

Microsoft Project 2007 Quick Reference Guide Beezix, Inc. Staff, 2007-08-01. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2007. The following topics are covered: Starting a New Project, Setting the Project Start Date, Describing a Project, Properties, Switching to a Different View, Unlisted Views, Undoing Changes, Using Project Guides, Entering Task Information in a Sheet, Entering or Changing Task Duration, Sequencing Tasks, Unlinking Tasks, Changing Data in One or More Rows, Inserting/Deleting Rows, Zooming in a View, Moving or Copying Items, Changing Gantt Chart Appearance, Setting the Calendar, Creating a New Group Calendar, Entering a Human Resource, Entering a Consumable Resource, Entering a Cost Resource, Booking a Resource to a Task, Using Resource-Driven Scheduling, Saving the Baseline, Using Different Toolbars, Showing Planned vs Actual in the Gantt Chart, Displaying Project Statistics, Changing the Progress of Tasks, SmartTags, Setting up the Printout, Previewing and Printing, Transferring Data to Other Project Files. Also includes List of Selection and Movement Shortcuts. This guide is suitable as a training handout or simply an easy-to-use reference guide for any type of user. This guide is one of two titles available for Project 2007.

Project 2007 Creating a Basic Project Project 2007 Handling Complexity **Microsoft Project 2000 : Quick Reference Guide** Nevada Learning Series Inc, 2000

The History Gossip Katie Kennedy, 2024-11-07. TikTok sensation Katie Kennedy

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Microsoft Project for Windows 3.1 and Windows 95, Quick Reference Glenn S. Davis, Microsoft, DDC

Publishing, Gosselin, 1996-09-01 This self paced hands on text gives you the concept of Microsoft Project in simple language The objective is presented in an easy to understand manner then the user is shown how to format the exercise A perfect guide for computer teachers

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