



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.

Ms Project 20quick Reference Guide

Hussin A.Rothana



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□□□□□□, 1981 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 *Language Reference Microsoft FoxPro*, 1989 **Microsoft Project 2000 Quick Source Reference Guide** Quick Source (Firm), Quick Source Staff, 2000-09-01

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 betrayed in the past Do you want to transform your relationships and heal from past hurts Relationship expert Rita Hayes will help you gain the tools and insights you need to break free from unhealthy patterns reclaim your power and create a life filled with love joy and self purpose In this comprehensive collection you ll discover Book 1 Gaslighting Recovery Workbook Recognize the subtle signs of gaslighting How to break free from toxic relationships Develop strategies to rebuild your self esteem trust your instincts and reclaim your personal power Book 2 Anxiety in Relationship The root causes of anxiety in relationships and identify your own insecurities and triggers Effective techniques to manage jealousy codependency and anxious attachment Build trust resolve conflicts and cultivate a healthier more fulfilling relationship with your partner Book 3 Narcissistic Abuse Recovery Recognize the signs of narcissistic abuse and break free from the cycle of manipulation and control Develop the mental and emotional strength to resist your abuser s tactics and reclaim your sense of self Heal from the trauma of narcissistic abuse and create a life filled with joy purpose and healthy relationships Book 4 Codependency Workbook Codependent behaviors and understanding its root cause How to set boundaries communicate effectively and prioritize your own needs Break free from the patterns of people pleasing and embrace a life of authenticity and self love Book 5 How to Love Yourself Embark on a 7 step journey to boost your self esteem silence your inner critic and cultivate self compassion How to deal with difficult emotions and make choices that align with your values and well being Break free from toxic relationships and surround

yourself with people who uplift and support you Book 6 Hygge How to harness the Danish secret to happiness so you can create a life filled with warmth comfort and simple pleasures The Ten Principles of Hygge and how to use them to your advantage Cultivate a sense of coziness connection and contentment in your everyday life Book 7 Questions for Couples Before Marriage Engage in meaningful conversations that go beyond surface level topics Build a strong foundation for your marriage How to explore each other's dreams fears and aspirations as a couple without being misunderstood or misinterpreted Book 8 Conversation Starters for Couples Spark deeper conversations and reignite the flame of romance with fun creative and insightful prompts How to strengthen your emotional connection Navigate sensitive topics with ease and build a relationship based on open communication and mutual understanding Book 9 Relationship Questions for Couples Thought provoking questions that deepen your love connection How you can rekindle the passion and intimacy in your relationship How to create a love that lasts a lifetime even with differences and adversities And much more Even if you've experienced heartbreak betrayal or toxic relationships in the past this workbook offers a path toward healing growth and the creation of healthy fulfilling connections Ready to reclaim your life embrace self love and create lasting fulfilling relationships Grab your copy of The Only Relationship Workbook You Ever Need today *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 *Microsoft Project 2013 Quick Reference Guide* Eric Verzuh,2015-01-31 **Microsoft Project Quick Reference Guide** ,1987 **Microtimes** ,1986 **Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut** Beezix Software Services,2016-03-07 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level Written with Beezix's trademark focus on clarity accuracy and the 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 2019 For Dummies* Cynthia Snyder Dionisio, 2019-01-22 Keep projects on track Microsoft Project 2019 is a powerhouse project management portfolio management and resource management tool Whether you re a full time project manager or manage projects as part of a larger set of duties Microsoft Project 2019 For Dummies will get you thinking and operating at the level of a project management guru Written by a noted project management pro this book covers the ins and outs of Microsoft Project Throughout the book you ll find project management best practices and tips for keeping any project on schedule and under budget Reference the full set of Microsoft Project 2019 features Learn to think like a project management professional Get into the nuts and bolts of Project for better productivity Create a task schedule that keeps a project moving Identify the golden rules that keep projects on track With Microsoft Project 2019 For Dummies you ll soon get a grip on all the powerful features of this popular project management software No matter your level of training or experience this book will show you how improve your project management with Microsoft Project 2019

Bibliography of Agriculture with Subject Index ,1997 **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 Popular Gardening and Living Outdoors ,1958 *Microsoft Project 98 Quick Source Reference Guide* Quick Source Staff, 2000-06-01 **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 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 *Ultimate Study Guide for Microsoft Project*

2019 Dale Howard,José Marroig,2020-11-27 The Ultimate Study Guide for Microsoft Project 2019 is a complete learning experience and reference manual for the Microsoft Project 2019 desktop application The book takes a systematic approach in teaching you how to define a new project plan your tasks revise enter progress report progress and more No one is better placed to teach you the finer points of Microsoft Project than Dale Howard one of only 26 Microsoft Project MVPs in the entire world **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 Mastering Microsoft Project R Parvin,2025-01-10 Unlock the full potential of Microsoft Project and enhance your project management skills with Mastering Microsoft Project From Setup to Success This comprehensive guide is designed for project managers team leaders and anyone looking to streamline their project workflows using Microsoft Project Whether you are a novice eager to learn the basics or an experienced user aiming to deepen your expertise this book provides detailed insights and step by step instructions to maximize your proficiency What You ll Learn Introduction to Microsoft Project Gain a solid foundation in project management principles and understand the various versions and features of Microsoft Project Initial Setup and Navigation Master the essentials of setting up and configuring your software along with expert tips on navigating the interface Building Your Project Plan Dive into the specifics of task creation linking sequencing and setting baselines to keep your project on track Resource Management Learn how to effectively manage resources assign tasks and handle overallocations to optimize workload and productivity Tracking and Reporting Keep your project on course with tools for monitoring progress utilizing reports and visualizing data through

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Table of Contents Ms Project 20quick Reference Guide

1. Understanding the eBook Ms Project 20quick Reference Guide
 - The Rise of Digital Reading Ms Project 20quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Project 20quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Project 20quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Project 20quick Reference Guide

- Personalized Recommendations
- Ms Project 20quick Reference Guide User Reviews and Ratings
- Ms Project 20quick Reference Guide and Bestseller Lists
- 5. Accessing Ms Project 20quick Reference Guide Free and Paid eBooks
 - Ms Project 20quick Reference Guide Public Domain eBooks
 - Ms Project 20quick Reference Guide eBook Subscription Services
 - Ms Project 20quick Reference Guide Budget-Friendly Options
- 6. Navigating Ms Project 20quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Project 20quick Reference Guide Compatibility with Devices
 - Ms Project 20quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Project 20quick Reference Guide
 - Highlighting and Note-Taking Ms Project 20quick Reference Guide
 - Interactive Elements Ms Project 20quick Reference Guide
- 8. Staying Engaged with Ms Project 20quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Project 20quick Reference Guide
- 9. Balancing eBooks and Physical Books Ms Project 20quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Project 20quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Project 20quick Reference Guide
 - Setting Reading Goals Ms Project 20quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Project 20quick Reference Guide

- Fact-Checking eBook Content of Ms Project 20quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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