



# 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.

|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| <b>Gantt Chart</b>    | Displays the task sheet on the left and graphical bars on the right. |
| <b>Task Usage</b>     | Displays all tasks and the resources assigned to them.               |
| <b>Calendar</b>       | Displays the project tasks in a calendar view.                       |
| <b>Team Planner</b>   | Displays resources' work over time.                                  |
| <b>Resource Sheet</b> | 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

**R Pring**



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