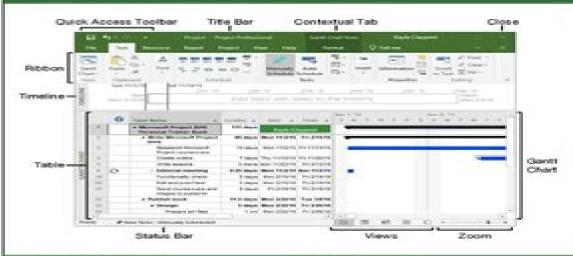




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#### The Project 2016 Program Screen



#### Project Fundamentals

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

Open a File: Olick the File tab and select Open, or press Otd + 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 clock Save.

Set Project Information: Click the Project tab on 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 show and select an option, then click QK.

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

Change Work Days and Hours: Dick the Project to and click the Change Working Time <sup>15</sup> 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 days boxes.

#### **Project Views**

Change Wiews: Click the Wiew tab and select a way, or click one of the view buttons at the bottom of the windows.

100	Cantt Chart	Displays the task sheet
		on the left and graphics
		bers on the right.
1	Tank Usage	Displays of tasks and

The resources assigned to them.

Calendar Displays the project

tasks in a celenclar steek.

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 Wew tab on the ribbon, click the Sort (1) button, and select a sort option.

Filter Information: Glok the Wew tab on the ribbon, clok the Filter T list arrow, and select a filter option.

# Keyboard Shortcuts

#### General

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#### Navigation and Views

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**Arturo Cuomo** 

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1981, חחחחח 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 well 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 Microsoft Project 2000 Quick Source Reference Guide Quick Source (Firm), Quick Source Staff, 2000-09-01 .1989

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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 with Microsoft Project 2019

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