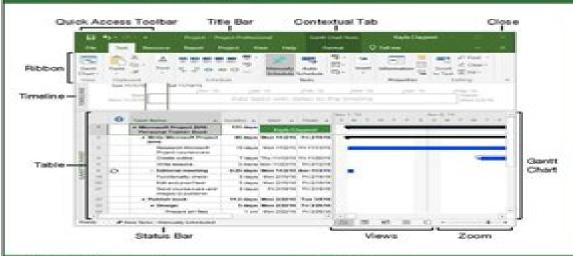




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The Project 2016 Program Screen



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 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 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 stew.

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 Informations Click the Wew tab on the ribbon, click the Sort Pl 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

If the common elements

THE PERSON NAMED IN CONTROL OF THE PERSON NAMED IN CO.	
project	Ctrl + O
Greate a new project	OtH = N
Save a project	Otrl + S
Print a project	OH + P.
Close a file	Otrl + W
Chose Project	Alt + F4
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Navigation and Views

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

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Undo	Otrl - Z
Pledo	Otd + Y
Find	Otd + F
Create a hyperlink	Otal + K
Add a new task	insert
Cancel on entry	Es-c
Clear/repet field	Ctrl - Delete
Fill down	Otd = D
Link tasks	Otal + F2
Unlink tasks	Otrl + Shift +
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