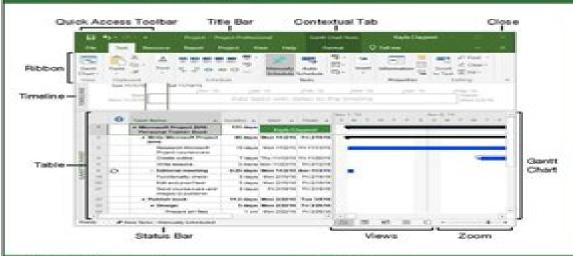




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The Project 2016 Program Screen



Project Fundamentals

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

Open a File: Click the File tab and select Open, or press Coff + 0. 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 tab 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 datog boxes.

Project Views

Tank Usage

Change Wiews: Click the View tab and select a week, or click one of the view buttons at the tottom of the window.

Contt Chart	Displays the task sheet
	on the left and graphical bars on the right.

Displaye of 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 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

Open an existing	
project	Otrl + O
Greate a new project	OtH = N
Save a project	Otrl + S
Print a project	Otrl + P.
Close a file	Otrl + W
Chose Project	Alt + F4
Histo	P1
Spell check	67
Zoom in	Otrl + /
Zoom out	Coted - Short - *

Navigation and Views

TOTAL TOTAL SECTION SECTION FOR THE PROPERTY OF THE PROPERTY O	the standard of the standard o
Down one screen	Page Down
Show filtered tasks or	
PRECURORS.	FO
Display Field Settings	Alt + F3
Show task or resource	
information	Shift + F2
Hide subfasks	Alt + Shift + -
Show all tasks	Alt + Shift + *

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Cynthia Snyder Dionisio

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Language Reference Microsoft FoxPro ,1989 **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 Discover Visual Basic 5 James D. Foxall, 1997 Discover Visual Basic 5 covers all the topics necessary Intranet gets too big for the novice to begin writing Visual Basic programs The book is a simple fast and fun quide 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

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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
 - o 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
 - $\circ\,$ 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
 - o 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 20guick 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

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