



Microsoft®

# Project 2016

## Quick Reference Guide

### 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 + I
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.

# Microsoft Project Guide 2010

**QuantumPM, LLC, Scott Daley**



## Microsoft Project Guide 2010:

**Project Management** Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes Project Management Absolute Beginner's Guide Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and qualities every project manager needs Lead projects don't just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school SharePoint® 2010 Field Guide Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software *Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition* Paul Eastwood Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project

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Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques *Project Management Tools and Techniques A Practical Guide* describes these tools and techniques and how to use them givi *Making Effective Business Decisions Using Microsoft Project* Advisicon,Tim Runcie,Doc

Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions *Making Effective Business Decisions Using Microsoft Project* goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject *Making Effective Business Decisions Using Microsoft Project* is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project **Arduino Projects for Engineers**

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