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The Project 2016 Program Screen

Quick Access Toolbar — Title Bar — Contextual Tab — Close

Ribbon
Timeline
Table
Gantt Chart
Status Bar — Views — Zoom

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**
Italics	**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.

	Gantt Chart	Displays the task sheet on the left and graphical bars on the right.
	Task Usage	Displays all 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 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.

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The Ultimate VB .NET and ASP.NET Code Book Karl Moore,2008-01-01 Have you noticed that the majority of NET books seem intent on hiding you from real world code You can buy a 1 500 page draft excluder study it intensively for a month and still be none the wiser as to how to write basic programs This book isn t like that You ll discover ways to obtain Microsoft code and save hours of development time you ll uncover the truth behind creating fast programs that run on anything from PDAs to mobile phones to microwaves you ll be exposed to a hidden NET language and you ll find out why you need to know at least some C and then be given a cheat course on the basics The useful code and NET programming tips having been personally developed by the author over the past three years these aren t updated Visual Basic 6 code scraps Everything within these pages has been created and tested for VB NET and ASP NET   *MCITP Developer: Microsoft SQL Server 2005 Data Access Design and Optimization Study Guide* Marilyn Miller-White,Cristian Andrei Lefter,2007-04-02 As your essential guide to Microsoft s new SQL Server 2005 certification exam 70 442 this book offers you practical and in depth coverage Full coverage of all exam objectives is presented in a systematic approach so you can be confident you re getting the instruction you need for the exam Plus practical hands on exercises reinforce critical skills and real world scenarios put what you ve learned in the context of actual job roles Finally challenging review questions in each chapter prepare you for exam day

Beginning Access 2003 VBA Denise M. Gosnell,2011-02-09 What is this book about Written by an Access programmer with more than 10 years of VBA experience this is the perfect guide for Access users who are ready to take their databases to the next level or for programmers who are new to Access or VBA Veteran Access developer Denise Gosnell shows readers the ins and outs of Access VBA and provides plenty of source code and fully developed sample applications to guide you along the way Not only do readers learn to build stand alone desktop applications but readers also learn how to integrate Access applications with Web Services and SQL Server   **Beginning Access 2007 VBA** Denise Gosnell,2007-04-30 This book provides you with the tools and techniques you ll need in order to build more sophisticated solutions After walking through the features of Access 2007 VBA you ll learn all about object oriented programming and ADO You ll then progress to advanced VBA concepts such as working with external DLLs and using automation to control external programs Plus two comprehensive case studies presents you with the hands on experience in building real world solutions using the concepts covered in the book   **ActiveX Programmer's Library** Suleiman Lalani,Ramesh Chandak,1996-12-31 A guide to programming which covers the interaction of Active X with JavaScript VBScript Java Visual Basic and Visual C building Active X objects using various programs cabbing and signing Active X components and creating and using TimeEntry ClockFace Reminder and Magnify controls as well other applications The CD ROM contains a number of ready to run programs and controls Annotation copyrighted by Book News Inc Portland OR   **Blazor Web Development Cookbook** Pawel Bazyluk,2024-11-29 Master web development with Blazor in NET 9 gaining advanced skills while working with dynamic

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