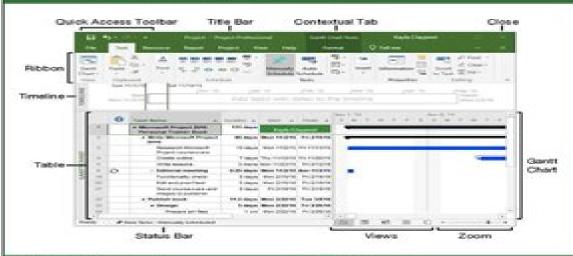




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The Project 2016 Program Screen



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

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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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Show task or resource information	Shift + F2
Hide subtasks	Alt + Shift + -
Show all tasks	Alt Shift - *

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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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Table of Contents Microsoft Project Server 2reference Guide

- 1. Understanding the eBook Microsoft Project Server 2reference Guide
 - The Rise of Digital Reading Microsoft Project Server 2reference Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Project Server 2reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project Server 2reference Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Project Server 2reference Guide
 - Personalized Recommendations

- Microsoft Project Server 2reference Guide User Reviews and Ratings
- Microsoft Project Server 2reference Guide and Bestseller Lists
- 5. Accessing Microsoft Project Server 2reference Guide Free and Paid eBooks
 - Microsoft Project Server 2reference Guide Public Domain eBooks
 - Microsoft Project Server 2reference Guide eBook Subscription Services
 - Microsoft Project Server 2reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Project Server 2reference Guide eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Microsoft Project Server 2reference Guide Compatibility with Devices
 - Microsoft Project Server 2reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project Server 2reference Guide
 - Highlighting and Note-Taking Microsoft Project Server 2reference Guide
 - Interactive Elements Microsoft Project Server 2reference Guide
- 8. Staying Engaged with Microsoft Project Server 2reference Guide
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Microsoft Project Server 2reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Project Server 2reference Guide
 - ∘ Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project Server 2reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project Server 2reference Guide
 - Setting Reading Goals Microsoft Project Server 2reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project Server 2reference Guide
 - Fact-Checking eBook Content of Microsoft Project Server 2reference Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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