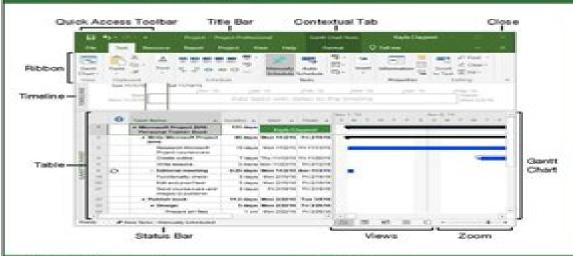




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## The Project 2016 Program Screen



#### 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 <sup>15</sup> 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

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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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## Formatting

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James D. Foxall

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