# Microsoft® Project 2016
## Quick Reference Card

## 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 + \*** |

## 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.

### 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** |

# Microsoft Project Server 2reference Guide

**M Carnoy**

**Microsoft Project Server 2reference Guide:**

*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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Implementing and Administering Microsoft Project Server 2013 sets the gold standard for PPM implementations using Project Server *Microsoft Project Server* Gerardus Blokdyk,2018-03-29 What are your current levels and trends in key Microsoft Project Server measures or indicators of product and process performance that are important to and directly serve your customers How does the Microsoft Project Server manager ensure against scope creep What are the top 3 things at the forefront of our Microsoft Project Server agendas for the next 3 years Which Microsoft Project Server goals are the most important How does the organization define manage and improve its Microsoft Project Server processes Defining designing creating and implementing a process to solve a challenge or meet an objective is the most valuable role In EVERY group company organization and department Unless you are talking a one time single use project there should be a process Whether that process is managed and implemented by humans AI or a combination of the two it needs to be designed by someone with a complex enough perspective to ask the right questions Someone capable of asking the right questions and step back and say What are we really trying to accomplish here And is there a different way to look at it This Self Assessment empowers people to do just that whether their title is entrepreneur manager consultant Vice President CxO etc they are the people who rule the future They are the person who asks the right questions to make Microsoft Project Server investments work better This Microsoft Project Server All Inclusive Self Assessment enables You to be that person All the tools you need to an in depth Microsoft Project Server Self Assessment Featuring 717 new and updated case based questions organized into seven core areas of process design this Self Assessment will help you identify areas in which Microsoft Project Server improvements can be made In using the questions you will be better able to diagnose Microsoft Project Server projects initiatives organizations businesses and processes using accepted diagnostic standards and practices implement evidence based best practice strategies aligned with overall goals integrate recent advances in Microsoft Project Server and process design strategies into practice according to best practice guidelines Using a Self Assessment tool known as the Microsoft Project Server Scorecard you will develop a clear picture of which Microsoft Project Server areas need attention Your purchase includes access details to the Microsoft Project Server self assessment dashboard download which gives you your dynamically prioritized projects ready tool and shows your organization exactly what to do next Your exclusive instant access details can be found in your book *Microsoft Project Server A Complete Guide - 2020 Edition* Gerardus Blokdyk,2020-01-28 Are the Microsoft Project Server requirements testable How do you keep the momentum going Who approved the Microsoft Project Server scope Is supporting Microsoft Project Server documentation required How do you define collaboration and team output This breakthrough Microsoft Project Server self assessment will make you the trusted Microsoft Project Server domain specialist by revealing just what you need to know to be fluent and ready for any Microsoft Project Server challenge How do I reduce the effort in the Microsoft Project Server work to be done to get problems solved How can I ensure that plans of action include every Microsoft Project Server task and that every Microsoft Project Server

outcome is in place How will I save time investigating strategic and tactical options and ensuring Microsoft Project Server costs are low How can I deliver tailored Microsoft Project Server advice instantly with structured going forward plans There s no better guide through these mind expanding questions than acclaimed best selling author Gerard Blokdyk Blokdyk ensures all Microsoft Project Server essentials are covered from every angle the Microsoft Project Server self assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that Microsoft Project Server outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced Microsoft Project Server practitioners Their mastery combined with the easy elegance of the self assessment provides its superior value to you in knowing how to ensure the outcome of any efforts in Microsoft Project Server are maximized with professional results Your purchase includes access details to the Microsoft Project Server self assessment dashboard download which gives you your dynamically prioritized projects ready tool and shows you exactly what to do next Your exclusive instant access details can be found in your book You will receive the following contents with New and Updated specific criteria The latest quick edition of the book in PDF The latest complete edition of the book in PDF which criteria correspond to the criteria in The Self Assessment Excel Dashboard Example pre filled Self Assessment Excel Dashboard to get familiar with results generation In depth and specific Microsoft Project Server Checklists Project management checklists and templates to assist with implementation INCLUDES LIFETIME SELF ASSESSMENT UPDATES Every self assessment comes with Lifetime Updates and Lifetime Free Updated Books Lifetime Updates is an industry first feature which allows you to receive verified self assessment updates ensuring you always have the most accurate information at your fingertips **Microsoft Project Server** Gerardus Blokdyk,2018-04-28 What prevents me from making the changes I know will make me a more effective Microsoft Project Server leader Can we add value to the current Microsoft Project Server decision making process largely qualitative by incorporating uncertainty modeling more quantitative Is Microsoft Project Server dependent on the successful delivery of a current project Are there any constraints known that bear on the ability to perform Microsoft Project Server work How is the team addressing them Is the Microsoft Project Server process severely broken such that a re design is necessary Defining designing creating and implementing a process to solve a challenge or meet an objective is the most valuable role In EVERY group company organization and department Unless you are talking a one time single use project there should be a process Whether that process is managed and implemented by humans AI or a combination of the two it needs to be designed by someone with a complex enough perspective to ask the right questions Someone capable of asking the right questions and step back and say What are we really trying to accomplish here And is there a different way to look at it This Self Assessment empowers people to do just that whether their title is entrepreneur manager consultant Vice President CxO etc they are the people who rule the future They are the person who asks the right questions to make Microsoft Project Server investments work better This Microsoft Project Server All Inclusive

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has made professional project management tools available to the masses through the Microsoft Project desktop application and the Project Portfolio Management PPM tools Project Online and Project Server Continuing the tradition started by msProjectExperts many years ago the latest version of this blue book lays out everything a project manager needs to know to effectively use Microsoft Project with either Project Online or Microsoft Project Server 2019 Beginning with an overview of Microsoft s project management tools Managing Enterprise Projects Using Project Online and Microsoft Project Server 2019 follows the normal project management life cycle of Defining Planning Executing and Controlling to show you how to effectively use these tools at each step of the cycle It contains a generous number of Best Practice notes to provide you with our recommendations for best uses of the tools based on our years of field experience Armed with this book you will become more effective at using Microsoft Project and the Microsoft PPM tools     Mastering Resource Management Using Microsoft® Project and Project Server 2010 Collin Quiring,Tanya Foster,2011-08-15 This title features step by step instructions on using Microsoft Project and Project Server 2010 to best utilize and manage scarce resources devoted to project portfolios

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