



Microsoft® Project 2016 Quick Reference Card

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 + / |
| 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.

| | |
|-----------------------|--|
| 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.

Microsoft Project Server 2reference Guide

Katrin Zwirglmaier



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