



Microsoft®

# Project 2016

## Quick Reference Guide

### 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 + I
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.

<b>Gantt Chart</b>	Displays the task sheet on the left and graphical bars on the right.
<b>Task Usage</b>	Displays all tasks and the resources assigned to them.
<b>Calendar</b>	Displays the project tasks in a calendar view.
<b>Team Planner</b>	Displays resources' work over time.
<b>Resource Sheet</b>	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 Guide 2010

**Aristide van Aartsengel, Selahattin  
Kurtoglu**



## **Microsoft Project Guide 2010:**

**Project Management** Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes Project Management Absolute Beginner's Guide Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and qualities every project manager needs Lead projects don't just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school **SharePoint® 2010 Field Guide** Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software **Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition** Paul Eastwood Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software Project Management Tools and Techniques Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them give Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to

help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

[Making Effective Business Decisions Using Microsoft Project](#) Advisicon,Tim Runcie,Doc Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project

**Arduino Projects for Engineers** Neerparaj Rai,2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects of each project and will help students create their own innovative prototypes

**What's New Study Guide to Microsoft Project 2010** Dale A. Howard,Gary L. Chefetz,2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book

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comprehensive and detailed framework for the implementation of Continuous Improvement and Lean Six Sigma in a professional project management environment For this purpose the book brings together Lean Six Sigma and the PMBOK standard for project management It provides an integrated approach which can be used for both transactional and manufacturing businesses to better define ways to reduce costs enhance processes and achieve faster implementation and new product or service development The reader is guided carefully and reliably through the detailed procedures introduced in this book using a comprehensive conceptual and practical well balanced approach     [Windows 7 Resource Kit](#) Mitch Tulloch,Tony Northrup,Jerry Honeycutt,Ed Wilson,2009-10-07 In depth and comprehensive this official RESOURCE KIT delivers the information you need to administer Windows 7 in the enterprise You get authoritative technical guidance from those who know the technology best Microsoft Most Valuable Professionals MVPs and the Windows 7 Team along with hundreds of scripts and other essential resources on CD Get expert guidance on how to Apply best practices for using Microsoft Deployment Toolk Plan user state migration test application compatibility manage update Manage Group Policy Objects using Windows PowerShell Administer Windows Firewall and Windows BitLocker Implement Ipsec IPv6 wireless and VPN connectivity Install and configure printers devices and services Manage disks file systems storage and data security Administer search and indexing with Group Policy Diagnose and resolve startup hardware and networking issue CD FEATURES Nearly 200 Windows PowerShell scripts created specifically for this book customize to administer your environment Windows 7 Resource Kit PowerShell Pack 700 cmdlets and functions to extend Windows in box functionality Links to author Web sites Sample chapters from Microsoft Press books Fully searchable eBook For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook     *The ASQ Certified Software Quality Engineer Handbook* Linda Vogelsong Westfall,2025-01-05 The ASQ Certified Software Quality Engineer Handbook Third Edition contains information and guidance that supports all the topics within the 2023 version of the Certified Software Quality Engineer CSQE Body of Knowledge BoK Armed with the knowledge in this handbook qualified software quality practitioners will be prepared for the ASQ CSQE exam It is also helpful for any practitioner or manager who needs to understand the aspects of software quality that impacts their work     **Project Management ToolBox** Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks

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**Designs, Methods and Practices for Research of Project Management** Ms Beverly Pasian, 2015-04-28 In Designs Methods and Practices for Research of Project Management Beverly Pasian has brought together original chapters from a veritable who's who of project management research including authors such as Harvey Maylor Christophe Bredillet Derek Walker Miles Shepherd Janice Thomas Naomi Brookes and Darren Dalcher The collection looks at research strategy management methodology techniques as well as emerging topics such as social network analysis The 38 chapters offer an international perspective with examples from a wide range of project management applications engineering construction mega projects high risk environments and social transformation

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IT Manager's Handbook Bill Holtsnider, Brian D. Jaffe, 2012-03-30 IT

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