Project 2016 Creating A Basic Project

Need to know more basic things like opening and closing files, saving, or how to undo a mistake? See our **Office 2016 Essentials** guide.

Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose PROJECT, then PROJECT INFORMATION.
2. Ensure the SCHEDULE FROM option is set to PROJECT START DATE.
3. Enter the START DATE and, if necessary, time. [Click] to select a date.
4. Make the necessary changes, such as changing the CURRENT DATE or STATUS DATE. [Click] OK.

The Status Date is used for various reports, such as Progress and Earned Value reports. You may also change it in the PROJECT tab in the Status group. If not set, CURRENT date is used.

Describing a Project

Provide additional project information to enhance reports.

1. Choose FILE, INFO.
2. From the PROJECT INFORMATION menu on the right, choose ADVANCED PROPERTIES.
3. [Click] the SUMMARY tab.
4. Enter a description in the TITLE field and, if necessary, further descriptive information in the SUBJECT field.
5. Enter name of the project manager in the AUTHOR field.
6. Enter your COMPANY and MANAGER names.
7. Enter a description, including project definition, deliverables and special constraints in the COMMENTS field. Press <Enter> to start a new line. [Click] OK.
8. [Click].

Switching to a Different View

Choose VIEW, then one of the TASK VIEWS or RESOURCE VIEWS. To see:

- tasks on a time-scale with associated resources, choose GANTT CHART.
- task dependencies or precedence, choose Network Diagram.
- staff, costs, who is overloaded, choose Resource Sheet.
- a month-at-a-glance view with tasks as horizontal bars, choose Calendar.
- who is working on each task and when, choose TASK USAGE.
- what a resource is working on and when, choose Resource Usage.
- a histogram of a resource's workload, [Click] Other Views, and choose RESOURCE GRAPH.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] Gantt, GANTT CHART or TRACKING GANTT.

Switching to an Unlisted View

1. Choose VIEW, then the drop-down arrow from any of the view buttons described above, and choose MORE VIEWS.
2. Select the view and [Click] APPLY.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose VIEW, then GANTT CHART.
2. Move to or [Click] a blank cell in the TASK NAME column.
3. Type a brief description of the task.
4. Press <Enter> or <↓>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Duration values may be changed later.

Inserting a Task

1. Select a row. Or for multiple tasks, select that many rows.
2. Choose TASK, then TASK. Or, press <Insert>.

Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. If using effort-driven scheduling, consider this time as if only one person is available.

1. Select the DURATION field for a task.
2. Enter a value or [Click] to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as "tbd" or "unknown" (does not work when using automatic scheduling).
   - To enter an elapsed duration use the letter "e" (e.g., 1ed) for 1 elapsed day).
   - Enter the appropriate unit code (mo for months, w for weeks, d for days (assumed), h for hours and m for minutes).
   - To enter an estimated duration add ? (e.g., 2w?).
3. Press <Enter>.

Indenting or Demoting Tasks

You can group similar tasks together and have them summarized under a general description by indenting (or demoting) them. This helps you grapple with details in a large project, establishing an outline or a hierarchy; it helps you print both detailed and brief reports.

1. Select the tasks to indent or demote.
2. Choose TASK then [Click], or press <Alt-Shift-→>.

"Outdenting" or Promoting Tasks

1. Select the tasks to "outdent" or promote.
2. Choose TASK then [Click], or press <Alt-Shift-←>.

Hiding Tasks Under a Summary

[Click] the black triangle to the left of the summary task name or press <Alt-Shift-Hyphen>.

Displaying Tasks in a Summary

[Click] the white triangle to the left of the summary task name or press <Alt-Shift-=>.

Displaying All Subtasks

Choose VIEW then [Click] OUTLINE and choose ALL SUBTASKS or press <Alt-Shift-*>.

Updating Multiple Rows Quickly

Blue shading shows the result or impact of a change.

1. Select task or resource rows.
2. Choose TASK, then INFORMATION or choose RESOURCE, then INFORMATION. Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] OK.

Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose TASK, then Clear, then ENTIRE ROW. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar.
- Choose VIEW, then the ZOOM menu.
- Press <Ctrl-/> or <Ctrl-*>.

Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows by the row number, up or down until the horizontal insertion bar is in the correct location. To copy, press and hold <Ctrl> while [Dragging].

Copying Data to Adjacent Cells

This is most useful in the RESOURCE SHEET view.

1. Select the top or left cell that contains data to be copied. Cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right.

Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the Tasks Manually Scheduled feature.

Before entering tasks, or to set the default:
[Click] New Tasks: Manually Scheduled in the Status Bar at the bottom, and choose AUTO SCHEDULED. Or, choose TASK, MODE, then AUTO SCHEDULE or MANUALLY SCHEDULE.

For existing tasks: Select task(s), then choose TASK, AUTO SCHEDULE.

Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose TASK, then, or press <Ctrl-F2>.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose TASK, then, or press <Ctrl-Shift-F2>.

Changing Gantt Chart Appearance

1. Choose GANTT CHART TOOLS, FORMAT.
   - To show/hide the critical path, check/uncheck CRITICAL TASKS.
   - To show/hide slack time, check/uncheck SLACK.
   - To show/hide dependency lines, choose LAYOUT, adjust the LINKS setting. [Click] OK.

Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose VIEW, then GANTT CHART.
2. Select the task.
3. Choose GANTT CHART TOOLS, FORMAT, then TASK PATH.
4. Select a HIGHLIGHT option. For example, to see the tasks that must be completed for the current task, choose PREDECESSORS. The DRIVING or DRIVEN choices emphasize the critical path.
   To not emphasize any predecessors or successors, [Click] REMOVE HIGHLIGHTING.

Shortcuts	
To do this...	**Press this...**
Remove all filters	F3
Working in the Gantt Chart	
Show beginning of project	Alt-Home
Show end of project	Alt-End
Scroll in the timescale	Alt-← or Alt-→
Go to start of selected task	Shift-Ctrl-F5, or choose TASK, SCROLL TO TASK
Go to first or last row of sheet	Ctrl-↑ or Ctrl-↓
Go to left-/rightmost column	Home or End
Selecting Rows	
Non-adjacent rows	[Click] the first row or cell, press <Ctrl> and [Click] additional rows.
All rows	[Click] on a column heading, e.g., TASK NAME

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1. Understanding the eBook Microsoft Project Quick Reference Guide 2010
    - The Rise of Digital Reading Microsoft Project Quick Reference Guide 2010
    - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project Quick Reference Guide 2010
    - 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 Quick Reference Guide 2010
    - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project Quick Reference Guide 2010
    - Personalized Recommendations
    - Microsoft Project Quick Reference Guide 2010 User Reviews and Ratings
    - Microsoft Project Quick Reference Guide 2010 and Bestseller Lists
5. Accessing Microsoft Project Quick Reference Guide 2010 Free and Paid eBooks
    - Microsoft Project Quick Reference Guide 2010 Public Domain eBooks
    - Microsoft Project Quick Reference Guide 2010 eBook Subscription Services

- Microsoft Project Quick Reference Guide 2010 Budget-Friendly Options
6. Navigating Microsoft Project Quick Reference Guide 2010 eBook Formats
    - ePub, PDF, MOBI, and More
    - Microsoft Project Quick Reference Guide 2010 Compatibility with Devices
    - Microsoft Project Quick Reference Guide 2010 Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Microsoft Project Quick Reference Guide 2010
    - Highlighting and Note-Taking Microsoft Project Quick Reference Guide 2010
    - Interactive Elements Microsoft Project Quick Reference Guide 2010
8. Staying Engaged with Microsoft Project Quick Reference Guide 2010
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Microsoft Project Quick Reference Guide 2010
9. Balancing eBooks and Physical Books Microsoft Project Quick Reference Guide 2010
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Microsoft Project Quick Reference Guide 2010
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Project Quick Reference Guide 2010
    - Setting Reading Goals Microsoft Project Quick Reference Guide 2010
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Project Quick Reference Guide 2010
    - Fact-Checking eBook Content of Microsoft Project Quick Reference Guide 2010
    - 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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