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 + *

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

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

Pawel Bazyluk

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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 **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 **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 *Computerworld* ,2003-05-12 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers

worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network **Blazor Web Development Cookbook** Pawel Bazyluk,2024-11-29 Master web development with Blazor in NET 9 gaining advanced skills while working with dynamic components to secure and optimize your applications Key Features Develop generic customizable components secured with roles and policies Manage application and user states in simple to complex scenarios across render boundaries Enhance user experience by embedding AI powered features into the application Purchase of the print or Kindle book includes a free PDF eBook Book DescriptionWith support for both server side and client side hosting as well as the flexibility to mix render modes Blazor empowers you to leverage cloud computing while maintaining the performance of local applications Pawe Bazyluk a Blazor expert with over a decade of experience in NET technologies shows you how Blazor a Microsoft framework enables you to create interactive web applications using C and NET while reducing reliance on JavaScript This cookbook highlights Blazor s vast possibilities using practical recipes that address key aspects of web development and showcase the framework s versatility in building modern integrated applications Pawel demonstrates how to skillfully navigate component based architecture and create parameterize and customize components to achieve high modularity Working through practical insights and hands on guidance in each chapter you ll progress from advanced data binding and event handling intricacies to optimizing data display using grids You ll explore application state management build interactive forms with validation leverage Blazor s routing engine and keep every part of the application secure The book also explores cutting edge topics touching on how to enhance your application with AI powered features By the end of the book you ll be fully equipped to build robust scalable and secure web applications in Blazor What you will learn Build modular reusable maintainable code in component based architecture Exchange data between a UI and external service while ensuring UI responsiveness Implement efficient user interactions and event handling Present data in a structured and user friendly manner using grids Understand state management strategies crucial for complex applications Create user friendly and robust data input forms with smart validations Explore routing capabilities and leverage navigation events Enhance forms with AI powered features and implement your own AI chatbot Who this book is for This book is for developers with a foundational understanding of Blazor and NET seeking proven solutions to common web application development challenges Frontend engineers NET developers and solution architects looking to gain full stack expertise will also find this resource invaluable Familiarity with HTML CSS and JavaScript programming will help you get the most out of this web development book *PC Magazine* ,1998 *Microsoft Project Server* Tim Runcie,Jason Stegner,2011-08-01 The Software Encyclopedia 2000 Bowker Editorial Staff,2000-05 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

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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® Office Project Server 2007: The Complete Reference** Dave Gochberg,Rob Stewart,2008-02-12 Microsoft Office Project Server 2007 is an extremely advanced and dynamic toolset requiring fundamental organizational inspection Rob and Dave provide an equally deep and unique perspective of this powerful solution Daniel T Renier Principal Consultant Milestone Consulting Group Inc **Microsoft Project Server 2010** Tim Runcie,Cindy Lewis,A. Lynn Jesus,2012-07-20 *The Project Managers Guide to Microsoft Project 2019* Gus Cicala,2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to

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