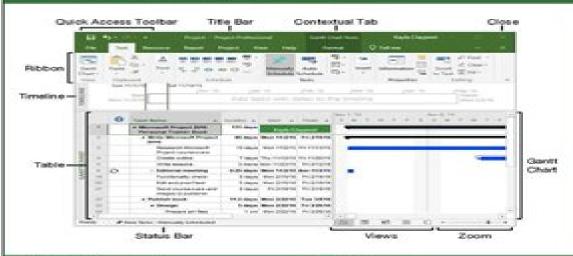




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The Project 2016 Program Screen



Project Fundamentals

Create a New Project: Click the File tab, select. New, and click Blank Project.

Open a File: Olick the File tab and select Open, or press Otd + 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 clock Save.

Set Project Information: Click the Project tab on the ribbon and click the Project Information. Ill 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 show and select an option, then click QK.

Create a New Project Calendar; Click the Project tab and click the Change Working Time Toutton, Click the Create New Calendar button, type a name for the calendar, and click OK.

Change Work Days and Hours: Dick the Project to and click the Change Working Time ¹⁵ 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 days boxes.

Project Views

Change Wiews: Click the Wiew tab and select a way, or click one of the view buttons at the bottom of the windows.

100	Cantt Chart	Displays the task sheet
		on the left and graphics
		bers on the right.
1	Tank Usage	Displays of tasks and

The resources assigned to them.

Calendar Displays the project

tasks in a celenclar stew.

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 Informations Click the Wew tab on the ribbon, click the Sort Pl button, and select a sort option.

Filter Information: Glok the Wew tab on the ribbon, clok the Filter T list arrow, and select a filter option.

Keyboard Shortcuts

General

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Print a project	OH + P.
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Navigation and Views

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Show all tasks	Alt Shift - *

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Pawel Bazyluk

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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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