



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.

Ms Project 20quick Reference Guide

**John Colby, Gareth Downes-
Powell, Jeffrey Haas, Darren J.
Harkness, Frank Pappas, Mike
Parsons, Francis Storr, Inigo
Surguy, Ruud Voigt**

Ms Project 20quick Reference Guide:

Language Reference Microsoft FoxPro, 1989 **Practical Intranet Development** John Colby, Gareth Downes-Powell, Jeffrey Haas, Darren J. Harkness, Frank Pappas, Mike Parsons, Francis Storr, Inigo Surguy, Ruud Voigt, 2013-11-11 An intranet can be a powerful tool A well designed intranet becomes the key resource and communications platform for your organization used by members of staff as their first destination for information In contrast a poorly designed intranet will sit unused accumulating useless information and eating up IT budgets So how do you avoid this situation and make sure you design the most useful and usable intranet This book takes you through the steps you need to take to make an invaluable intranet from identifying your users needs and building an indispensable tool to marketing the results It guides you through the problems that may occur passing on invaluable advice from people who have been through the process before We start by setting the scene giving an overview of what intranets are and how to justify it to your organization We then give you a rundown of the main areas you ll need to think about when developing an intranet covering browsers development techniques usability content management security and internal marketing Finally we ll take a look at what to do when the Intranet moves beyond its original function looking at remote access extranets and what to do when the Intranet gets too big *Discover Visual Basic 5* James D. Foxall, 1997 Discover Visual Basic 5 covers all the topics necessary for the novice to begin writing Visual Basic programs The book is a simple fast and fun guide teaching the fundamentals of both the Visual Basic language and the VB development environment The CD ROM includes all samples from the text and the complete project for the Personal Information Manager as well as numerous ActiveX control demos Cover Title

Dictionary Catalog of the Research Libraries of the New York Public Library, 1911-1971 New York Public Library. Research Libraries, 1979 *Popular Gardening and Living Outdoors*, 1958 *Bibliography of Agriculture with Subject Index*, 1997 **German books in print**, 1993 □□□□□□, 1981 *Microsoft Project 2019 For Dummies* Cynthia Snyder Dionisio, 2019-01-22 Keep projects on track Microsoft Project 2019 is a powerhouse project management portfolio management and resource management tool Whether you re a full time project manager or manage projects as part of a larger set of duties Microsoft Project 2019 For Dummies will get you thinking and operating at the level of a project management guru Written by a noted project management pro this book covers the ins and outs of Microsoft Project Throughout the book you ll find project management best practices and tips for keeping any project on schedule and under budget Reference the full set of Microsoft Project 2019 features Learn to think like a project management professional Get into the nuts and bolts of Project for better productivity Create a task schedule that keeps a project moving Identify the golden rules that keep projects on track With Microsoft Project 2019 For Dummies you ll soon get a grip on all the powerful features of this popular project management software No matter your level of training or experience this book will show you how improve your project management with Microsoft Project 2019 **Microsoft Project 2000 Quick Source Reference**

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