

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] **Summary**, **GANTT CHART** or **TRACKING GANTT CHART**.

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 <F2> 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 (m for months, w for weeks, d for days (assumed), h for hours and m for minutes).
 - To enter an estimated duration add T (e.g., 2wT).
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-Phypho>.

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 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] **Task Tools** > **Task Tools** > **Task Tools** 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 tasks.

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 **Link**, or press <Ctrl-F2>.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose **TASK**, then **Unlink**, 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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Bonnie Biafore



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The Complete Idiot's Guide to Project Management with Microsoft Project 2003 Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution. Instead of just focusing on how to use the software, this title teaches readers the concepts of formal project management, then shows them how to use the most popular project management software to work through their goals, objectives, task lists, phases, tasks, milestones, charts, and summaries. Microsoft Project Resource Guide TechRepublic Staff, 1995 Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft's project management application. Features and functionality of Microsoft Project getting started beyond the basics. Tools and templates are on the accompanying CD-ROM. **Microsoft Office Uncovered: A Beginner's Guide to Mastering Productivity** Pasquale De Marco, 2025-04-16 Immerse yourself in the world of Microsoft Office productivity with this comprehensive guide. Microsoft Office Uncovered: A Beginner's Guide to Mastering Productivity. Designed for beginners and intermediate users alike, this book provides a step-by-step approach to unlocking the full potential of Microsoft Office applications. Embark on a journey through the fundamentals of Microsoft Office, starting with an introduction to the user interface and essential navigation tips. Discover how to customize your workspace for optimal efficiency and learn the basics of file management, collaboration, and sharing. Delve into the intricacies of Word processing with Microsoft Word, mastering the art of creating, editing, and formatting documents. Explore advanced features like styles, images, tables, and collaboration tools to elevate your writing and communication skills. Unleash the power of spreadsheets with Microsoft Excel, transforming raw data into actionable insights. Learn how to build and format worksheets, enter and edit data, and utilize formulas and functions to perform complex calculations. Create compelling charts and graphs to visualize data and uncover hidden trends. Take your presentations to the next level with Microsoft PowerPoint, crafting visually stunning slides that engage and captivate your audience. Discover techniques for designing effective slides, incorporating multimedia elements, and delivering dynamic presentations with confidence. Enhance your communication and collaboration with Microsoft Outlook, the cornerstone of professional email management. Set up and manage email accounts, compose and send emails with ease, and organize your inbox efficiently. Utilize advanced features like scheduling appointments, managing contacts, and leveraging collaboration tools to streamline your workflow. Unlock the power of data management with Microsoft Access, a robust tool for creating and maintaining databases. Learn how to create and modify tables, enter and edit data, and establish relationships between data elements. Explore queries, reports, and forms to extract meaningful insights from your data. Maximize productivity and streamline your workflow with Microsoft OneNote, the ultimate digital note-taking and organization tool. Discover how to create and manage notebooks, capture ideas and information, and collaborate with others seamlessly. Utilize advanced features like tagging, linking, and embedding to enhance your note-taking experience. Effectively manage projects of any size with Microsoft Project.

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