



# 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.

<b>Gantt Chart</b>	Displays the task sheet on the left and graphical bars on the right.
<b>Task Usage</b>	Displays all tasks and the resources assigned to them.
<b>Calendar</b>	Displays the project tasks in a calendar view.
<b>Team Planner</b>	Displays resources' work over time.
<b>Resource Sheet</b>	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 20quick Reference Guide

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