



Microsoft®

Project 2016

Quick Reference Guide

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 + I
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.

Microsoft Project Guide 2010

Greg Horine



Microsoft Project Guide 2010:

Project Management Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes

Project Management Absolute Beginner's Guide Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and qualities every project manager needs Lead projects don't just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school

Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition Paul Eastwood Harris, 2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software

SharePoint® 2010 Field Guide Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Caravajal, Christina Wheeler, 2012-02-21 Internet and web software

Microsoft Project 2010: The Missing Manual Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project

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and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project

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Third Edition is built around the latest version of the Project Management Body of Knowledge PMBOK and covers best practices unique to the IT field. It is designed for use in graduate, advanced undergraduate, and professional IT project management courses to prepare students for success in the IT field and to prepare them to pass the Project Management Professional PMP certification exam given by the Project Management Institute (PMI), the world's leading certification in the field of project management. Unlike other project management texts, *Methods of IT Project Management* follows the IT project life cycle from overview and initiation to execution, control, and closing. An enterprise-scale IT project macro case study runs through the entire text. Each section presents mini cases based on the larger case and focuses on new concepts presented in each section. Readers gain practical knowledge of IT project management workflows at scale while building technical knowledge and skills required to pass the PMP. Mini case studies encourage deep retention, prompt rich in-class discussion, and challenge more advanced students and professionals alike. Unique skills covered can be put directly into practice. An appendix presents practice study questions and advice on preparing for and passing the PMP exam. The revised third edition includes expanded coverage of agile system development methodologies, leadership and negotiation skills, and process maturity models.

Handbook on Continuous Improvement Transformation Aristide van Aartsen, Selahattin Kurtoglu, 2013-04-11. This handbook provides a comprehensive and detailed framework for the implementation of Continuous Improvement and Lean Six Sigma in a professional project management environment. For this purpose, the book brings together Lean Six Sigma and the PMBOK standard for project management. It provides an integrated approach which can be used for both transactional and manufacturing businesses to better define ways to reduce costs, enhance processes, and achieve faster implementation and new product or service development. The reader is guided carefully and reliably through the detailed procedures introduced in this book using a comprehensive conceptual and practical, well-balanced approach.

Software Design and Development: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources, 2013-07-31. Innovative tools and techniques for the development and design of software systems are essential to the problem solving and planning of software solutions. *Software Design and Development: Concepts, Methodologies, Tools, and Applications* brings together the best practices of theory and implementation in the development of software systems. This reference source is essential for researchers, engineers, practitioners, and scholars seeking the latest knowledge on the techniques, applications, and methodologies for the design and development of software systems. **The ASQ Certified Software Quality Engineer Handbook** Linda Vogelsong Westfall, 2025-01-05. The ASQ Certified Software Quality Engineer Handbook Third Edition contains information and guidance that supports all the topics within the 2023 version of the Certified Software Quality Engineer (CSQE) Body of Knowledge (BoK). Armed with the knowledge in this handbook, qualified software quality practitioners will be prepared for the ASQ CSQE exam. It is also helpful for any practitioner or manager who needs to understand the aspects of software quality that impacts their work. **Designs,**

Methods and Practices for Research of Project Management Ms Beverly Pasian, 2015-04-28 In *Designs* Methods and Practices for Research of Project Management Beverly Pasian has brought together original chapters from a veritable who's who of project management research including authors such as Harvey Maylor Christophe Bredillet Derek Walker Miles Shepherd Janice Thomas Naomi Brookes and Darren Dalcher The collection looks at research strategy management methodology techniques as well as emerging topics such as social network analysis The 38 chapters offer an international perspective with examples from a wide range of project management applications engineering construction mega projects high risk environments and social transformation

Microsoft Project Guide 2010 Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Project Guide 2010**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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web jul 6 2020 answer though everyone agreed that quelch knew too much he soon lost all their respect because of his habit of correcting his colleagues publicly whenever they made a mistake if anyone shone at his work he made sure to

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