



# 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]  **Gantt**, **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-Hyph>.

## 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-Z> or <Ctrl-T>.

## 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** > **Manually Scheduled** 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 task(s).

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 , or press <Ctrl-F2>.

## Unlinking Tasks



1. Select the tasks to unlink.
2. Choose **TASK**, then , or press <Ctrl-Shift-F2>.

## Changing Gantt Chart Appearance

- 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 <b>TASK, SCROLL TO TASK</b> 
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., <b>TASK NAME</b> .

# Ms Project 2guide

**BM King**



## **Ms Project 2guide:**

**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.

Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition Paul E. Harris, 2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment, this user guide and training manual helps them discover how to gain the most from the software.

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

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**Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition** Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw

**Microsoft Project 2007: The Missing Manual** Bonnie Biafore,2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what s new in Project 2007 from previous versions and get help choosing the right edition whether it s Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and

assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it *U.S. Army Research and Development Information Program, FY 1968 - FY 1972; June 1968* United States. Army Department, 1968 The Complete Planning Guide for Microsoft Project Thomas C. Belanger, 1996 Walking readers through the process and the product together this book presents technical information in a real world project environment It includes a CD ROM with 15 samples projects on new projects on new product development facility moves buying a new home and much more **U.S. Army Research & Development Information Program, FY68-FY72** Dale L. Vincent, 1968 **No Stress Tech Guide to Microsoft Works 8 And 8. 5** Indera Murphy, 2006-06 A self paced visual guide to learning Crystal Reports this workbook for beginners has easy to understand step by step instructions and screen shots to show users how to complete the design technique United States Army Research and Development Information Program United States. Army Research Office, Washington, D.C., 1967 *Project 2003 Personal Trainer* CustomGuide Inc, 2005 Now included with Microsoft Office Project 2003 is the world s leading project management tool With extensive help resources and printing assistance Project 2003 enables users to organize and track tasks and resources efficiently to keep projects on time and within budget If you want to realize the immense potential of Microsoft Project 2003 and harness the many features and functionality of this powerful tool you need Project 2003 Personal Trainer It includes everything you want to know about Project 2003 and then plenty more It s the most complete and engaging tutorial available for Microsoft Project As part of O Reilly s new Personal Trainer Series this book is based on content from CustomGuide [www.customguide.com](http://www.customguide.com) a leading provider of computer training materials that fly in the face of traditional dry course materials that bore users to tears CustomGuide is dedicated to delivering courseware quick references software bulletins and e learning courses that are fun flexible and easy to use And this book is no exception to their rule Project 2003 Personal Trainer lets you whatever your technical expertise or lack thereof learn exactly what you need to know at your own pace Unlike many consumer software tutorials that dumb down and dull up the material or make it exceptionally technical and confusing this book is written in a style that you ll find entertaining easy to follow and most of all clear and informative Beginning with the fundamentals of planning and managing a project with Microsoft Project 2003 the book then includes sections on working with the task list managing costs timelines and available resources using the project database viewing and updating a project tracking progress creating reports handling multiple projects The fully illustrated Project 2003 Personal Trainer features dozens of time saving task oriented lessons includes detailed diagrams and comes with a fully interactive CD tutorial to guide your learning everything you need to become a Project pro **Designing and**

**Implementing Microsoft DevOps Solutions AZ-400 Exam Guide** Subhajit Chatterjee,Swapneel Deshpande,Henry Been,Maik van der Gaag,2022-09-23 Written by Microsoft MVPs and Azure experts this comprehensive guide comes with self study exercises to help you understand the concepts better and move closer to becoming a skilled Azure DevOps engineer

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*Developing Solutions for Microsoft Azure AZ-204 Exam Guide* Paul Ivey,Alex Ivanov,2024-05-16 Uncover the fundamental elements for developing and maintaining cloud based solutions on Azure

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VBA Programming for Microsoft Office Project Rod Gill,2006 In the first book devoted to Microsoft Project VBA Gill helps professionals get the most from the world's most popular Project Management tool by showing ways to automate away the drudgeries of schedule manipulation how to vastly enhance reporting capabilities and to integrate with other Microsoft Office applications

*Poverty and Self-help in Rural India* Duane Spencer Hatch,1928

**A Basic Asphalt Emulsion Manual: Understanding and using emulsions** Asphalt Institute,1979

*Microsoft Copilot: The Complete User Guide* Riley P. Vance,2025-07-19 Discover the Smarter Way to Work with Microsoft Copilot Are you ready to take full advantage of Microsoft 365's most powerful AI feature Copilot This complete Microsoft Copilot user guide will help you unlock smarter faster workflows across Word Excel PowerPoint Outlook and Teams Whether you're a beginner or a seasoned Microsoft Office user this book shows you how to integrate AI productivity tools for workplace efficiency and real world results Designed for Professionals Educators Content Creators Business Users Inside this practical Microsoft Copilot book for professionals you'll learn how to Use Copilot for Word Excel PowerPoint to create edit and refine your work Build compelling presentations and automate spreadsheets with Copilot for business professionals Summarize emails schedule meetings and generate actionable insights with Copilot for Outlook and Teams Optimize collaboration with AI assistant for Microsoft Teams Analyze data and visualize reports through Power BI with Copilot integration Each chapter is tailored to

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## Embracing the Tune of Expression: An Mental Symphony within **Ms Project 2guide**

In a global consumed by screens and the ceaseless chatter of immediate connection, the melodic beauty and emotional symphony created by the prepared term often fade in to the background, eclipsed by the relentless sound and distractions that permeate our lives. However, set within the pages of **Ms Project 2guide** a wonderful literary prize filled with natural feelings, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, that fascinating masterpiece conducts visitors on a psychological journey, skillfully unraveling the hidden tunes and profound influence resonating within each carefully constructed phrase. Within the depths of this moving review, we will examine the book is key harmonies, analyze their enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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