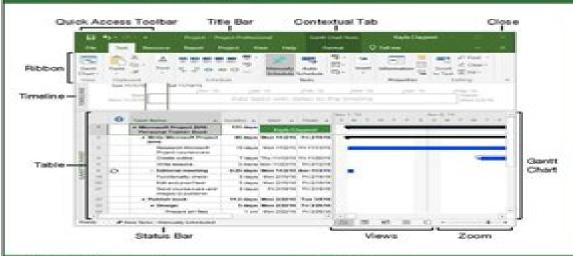




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The Project 2016 Program Screen



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 Coff + 0. 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 clock Save.

Set Project Information: Click the Project tab on the ribbon and click the Project Information. Ill 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 show and select an option, then click QK.

Create a New Project Calendar; Click the Project tab and click the Change Working Time Toutton, Click the Create New Calendar button, type a name for the calendar, and click OK.

Change Work Days and Hours: Dick the Project tab and click the Change Working Time ¹⁵ 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 datog boxes.

Project Views

Tank Usage

Change Wiews: Click the View tab and select a week, or click one of the view buttons at the tottom of the window.

Contt Chart	Displays the task sheet
	on the left and graphical bars on the right.

Displaye of 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 Wew tab on the station, click the Sort (1) button, and select a sort option.

Filter Information: Glok the Wew tab on the ribbon, clok the Filter T list arrow, and select a filter option.

Keyboard Shortcuts

General

Open an existing	
project	Otrl + O
Greate a new project	OtH = N
Save a project	Otrl + S
Print a project	Otrl + P.
Close a file	Otrl + W
Chose Project	Alt + F4
Histo	P1
Spell check	67
Zoom in	Otrl + /
Zoom out	Coted - Short - *

Navigation and Views

TOTAL TOTAL SECTION SECTION FOR THE PROPERTY OF THE PROPERTY O	the standard of the standard o
Down one screen	Page Down
Show filtered tasks or	
PRECURORS.	FO
Display Field Settings	Alt + F3
Show task or resource	
information	Shift + F2
Hide subfasks	Alt + Shift + -
Show all tasks	Alt + Shift + *

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Siddappa N.Byrareddy

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Table of Contents Microsoft Project Server 2reference Guide

- 1. Understanding the eBook Microsoft Project Server 2reference Guide
 - The Rise of Digital Reading Microsoft Project Server 2reference Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Project Server 2reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project Server 2reference Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Project Server 2reference Guide
 - Personalized Recommendations
 - Microsoft Project Server 2reference Guide User Reviews and Ratings
 - Microsoft Project Server 2reference Guide and Bestseller Lists
- 5. Accessing Microsoft Project Server 2reference Guide Free and Paid eBooks

- Microsoft Project Server 2reference Guide Public Domain eBooks
- Microsoft Project Server 2reference Guide eBook Subscription Services
- Microsoft Project Server 2reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Project Server 2reference Guide eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Project Server 2reference Guide Compatibility with Devices
 - Microsoft Project Server 2reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project Server 2reference Guide
 - Highlighting and Note-Taking Microsoft Project Server 2reference Guide
 - Interactive Elements Microsoft Project Server 2reference Guide
- 8. Staying Engaged with Microsoft Project Server 2reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project Server 2reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Project Server 2reference Guide
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Project Server 2reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project Server 2reference Guide
 - Setting Reading Goals Microsoft Project Server 2reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project Server 2reference Guide
 - Fact-Checking eBook Content of Microsoft Project Server 2reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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