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Microsoft Project 2016 Quick Reference Guide Creating A Basic Project - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2016 Creating A Basic Project

Need to know more about things like opening and closing files, saving or saving as, and a number of other Office 2016 Essentials guide.

Setting the Project Start Date

Most plans should be established as a fixed amount of time to work on a project and set the start date of the task.

1. Choose PROJECT, then PROJECT INFORMATION BAR.
2. Press the START DATE button on the ribbon to open the START DATE dialog.
3. Enter the START DATE and, if necessary, time (OK) to set a date.
4. Make the necessary changes, such as changing the CURRENT DATE or START DATE (OK) OK. The Start Date is used for various reports, such as Project and Earned Value reports. You may also change it in the PROJECT task in the Status group. If not set, CURRENT DATE is used.

Describing a Project

Provide additional project information to help reports.

1. Choose FILE, INFO.
2. From the PROJECT INFORMATION pane on the right, choose PROJECT INFORMATION.
3. Click the SUMMARY tab.
4. Enter a description in the TITLE field and, if necessary, further describe the information in the SUBJECT field.
5. To be viewed by the project manager in Microsoft Outlook, click your OUTLOOK AND EXCHANGE name.
6. Enter a category, including project definition, schedule and cost of resources in the CATEGORIES field. This option is only available if you have MS PROJECT 2016 installed.

Switching to a Different View

Change the way you view the PROJECT INFORMATION RESOURCE VIEW. To use:

- Click on a task in the task list.
- Click on the VIEW button on the ribbon.
- Click on the view you want to use.
- To switch between views, click on the VIEW button on the ribbon.
- To switch between views, click on the VIEW button on the ribbon.

Switching to an Unlinked View

1. Choose VIEW, then Task Unlinked View.
2. Click on the view you want to use.

Entering Task Information in a Sheet

Enter task information in a spreadsheet view.

1. Choose VIEW, then Gantt Chart.
2. Click on the task you want to edit in the TASK INFORMATION pane.
3. Type a task name in the task list.
4. Press the Enter key to move to the next cell. To move to the next cell, press the Enter key.

Inserting a Task

1. Select a new task in the task list, select that new task.
2. Choose TASK, then TASK LIST, then Insert Task.

Entering or Changing a Task Duration

Enter the duration of a task in the task list.

1. Select the task in the task list.
2. Enter a value in the DURATION field on the ribbon. To create a resource, enter a duration of zero. If the duration cannot be entered in the task list, enter the duration in the Resource Usage table. To enter an elapsed duration, use the "e" flag. To enter a standard duration, use the "s" flag. To enter a duration, use the "d" flag.

Copying Data to Adjacent Cells

Copy the data from one cell to another.

1. Select the cell you want to copy.
2. Press Ctrl+C to copy the data.
3. Select the cell you want to paste the data to.
4. Press Ctrl+V to paste the data.

Using Automatic Scheduling

Use automatic scheduling to calculate task dates.

1. Select the task in the task list.
2. Press the TASK button on the ribbon.
3. Click on the AUTOMATIC SCHEDULING button.

Sequencing Tasks Quickly

Use the task list to sequence tasks.

1. Select the task in the task list.
2. Press the TASK button on the ribbon.
3. Click on the SEQUENCING button.

Indenting or Demoting Tasks

Change the indentation of a task in the task list.

1. Select the task in the task list.
2. Press the Indent Task button on the ribbon.

Outdenting or Promoting Tasks

Change the indentation of a task in the task list.

1. Select the task in the task list.
2. Press the Outdent Task button on the ribbon.

Moving Tasks Under a Summary

Move a task under a summary task in the task list.

1. Select the task in the task list.
2. Press the Move Task Under Summary Task button on the ribbon.

Displaying Tasks in a Summary

Display a task in a summary task in the task list.

1. Select the task in the task list.
2. Press the Display Task in Summary Task button on the ribbon.

Displaying All Subtasks

Display all subtasks in a summary task in the task list.

1. Select the task in the task list.
2. Press the Display All Subtasks button on the ribbon.

Updating Multiple Rows Quickly

Update multiple rows in a summary task in the task list.

1. Select the task in the task list.
2. Press the Update Multiple Rows button on the ribbon.

Clearing or Deleting Rows

Clear or delete rows in a summary task in the task list.

1. Select the task in the task list.
2. Press the Clear or Delete Rows button on the ribbon.

Zooming in a View

Zoom in on a task in the task list.

1. Select the task in the task list.
2. Press the Zoom In button on the ribbon.

Moving or Copying Rows

Move or copy rows in a summary task in the task list.

1. Select the task in the task list.
2. Press the Move or Copy Rows button on the ribbon.

Shortcuts

To do this...	Press this...
Print the current view	Ctrl+P
Print the current view as a PDF file	Ctrl+Shift+P
Print the current view as a PDF file and save it as a PDF file	Ctrl+Shift+P, then Save As PDF
Print the current view as a PDF file and save it as a PDF file and open it in a PDF viewer	Ctrl+Shift+P, then Open in PDF Viewer
Print the current view as a PDF file and save it as a PDF file and open it in a PDF viewer and print it	Ctrl+Shift+P, then Open in PDF Viewer, then Print



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Project 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Setting the Project Start Date, Describing a Project, Switching to a Different View, Switching to Unlisted Views. Entering Task Information in a Sheet, Inserting a Task, Entering or Changing Task Duration, Indenting or Demoting Tasks, "Outdenting" or Promoting Tasks, Hiding Tasks Under a Summary, Displaying Tasks in a Summary, Displaying All Subtasks, Updating Multiple Rows Quickly, Clearing or Deleting Rows, Zooming in a View, Moving or Copying Rows, Copying Data to Adjacent Cells, Using Automatic Scheduling, Sequencing Tasks, Unlinking Tasks. Changing Gantt Chart Appearance, Viewing the Task Path, Safeguarding Project Files, Reviewing Indicators. Setting the Calendar, Creating a New Group Calendar. Entering a Work Resource, Entering a Cost Resource, Entering a Consumable Resource, Booking a Resource to a Task, Using Resource-Driven Scheduling. Saving the Baseline, Showing Planned vs. Actual in the Gantt Chart, Recording Actual Progress of Tasks, Displaying Project Statistics. Setting up a Printout, Previewing and Printing, Printing Reports, Transferring Data to Other Project Files. Also includes a list of Selection and Movement Shortcuts. Other related titles are: Project 2016 Managing Complexity (ISBN 978-1944684075).

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Nice cheat sheets.

Easy to use

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