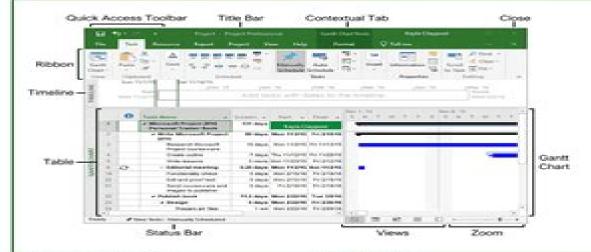
The Project 2016 Program Screen



Project Fundamentals

Create a New Project: Click the File tab, select New, and click Blank Project.

Open a Fille: Click the Fille tab and select Open, or press Ctrl + O. Select a location with a file you want, then select a file and olick 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 tale on the ribbon and click the Project Information. If button, Choose to schedule the project from the start date or finish date, and select the start date or finish date, and select the start date or finish date, 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 To 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 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 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 bass on the right.

Task Usage Displays all tasks and the resources assigned to them.

Calendar Displays the project tasks in a calendar

Team Planner Displays resources' work over time.

Resource Sheet Displays a list of resources and their rietals.

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** $\uparrow\downarrow$ button, and select a sort option.

Filter Information: Click the Wiew tab on the ribbon, click the Filter T list arrow, and select a litter option.

Keyboard Shortcuts

General

Open an existing	
project	Ctrl + O
Create a new project	Ctrl + N
Save a project	Ctrl + S
Print a project	CbH + P
Citorse 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	Shin - F2		
Hide subtasks	AR + Shift + -		
Shower all treates	AR - Shift - *		

CH41 + 20

Ctrl + Shift - A

Edition

Court

. 7/	Committee of the second of the
Copy	Ctrl - C
Pasto	Ctrl + V
Umdo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Create à 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
Umlink tasks	Ctrl - Shift -
Set task to manually schedule	Ctrl + Shift + N

Formatting

sighedule.

Set task to auto

Bold	CONTR		100	
Nation	Cart	*	1	
Underline	Chirt		W.	

Ms Project Guide 2010

Kathy Schwalbe

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only provides guidance on using Microsoft Project 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 **Cybernetic Approach to Project Management** Bogdan Lent, 2014-07-08 This book attempts to reflect the project reality as closely as possible covering the ISO 21500 2012 standard that has just been introduced and the benefits from the best contributions worldwide and also providing the concise yet powerful tool box It shall be easy to use and intuitively supportive of project managers So far evidence indicates that these targets are successfully met One of its key recognitions and in consequence a distinctive feature of this book is the impact that the project manager's personality has on the fate of the project The project manager's successful self management in work life and in leadership processes should be considered as important in any endeavor as all other project management processes covered by the new standards and guidelines **Planning and Control Using** Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris, 2010 This book is principally a Microsoft Project book aimed at Project ManagementProfessionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 to plan and control their projects in a PMBOK Guide environment and discover how to gain the mostfrom the software The book is designed for users of earlier versions to upgrade their skills and fornew planners to learn the software It starts with the basics required to create aschedule through resource planning and on to the more advanced features Achapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Standard & Poor's 500 Guide, 2010 Edition Standard & Poor's,2010-03-12 500 Vital Data on Earnings Dividends and Share Prices Exclusive Analysts Stars Recommendations Key Income and Balance Sheet Statistics Company Addresses Telephone Numbers and Names of Key Corporate Officers The Standard Poor s 500 Index is the most watched index in America if not the world Whether you re an individual investor looking to make a smart stock purchase an executive researching corporate competitors or a job seeker looking for concise and up to the minute overviews of potential employers you ll find the critical often hard to find information you need in Standard Poor's 500 Guide 2010 Edition Easy to use and packed with market intelligence on all 500 of the companies listed in the S P 500 Index this authoritative reference includes Information on the bluest of blue chip stocks from Abbott Labs and GE to Microsoft and Yahoo Summaries of each company s business activity sales history and recent developments Earnings and dividends data with three year price charts

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subsequent chapters describe the techniques used to survey and census particular groups of organisms The final chapter covers interpreting and presenting data and writing up the research The emphasis here is on appropriate wording of interpretation and structure and content of the report 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 Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

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Table of Contents Ms Project Guide 2010

- 1. Understanding the eBook Ms Project Guide 2010
 - The Rise of Digital Reading Ms Project Guide 2010
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Ms Project Guide 2010
 - 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 Ms Project Guide 2010
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Ms Project Guide 2010
 - Personalized Recommendations
 - Ms Project Guide 2010 User Reviews and Ratings
 - Ms Project Guide 2010 and Bestseller Lists

- 5. Accessing Ms Project Guide 2010 Free and Paid eBooks
 - Ms Project Guide 2010 Public Domain eBooks
 - Ms Project Guide 2010 eBook Subscription Services
 - Ms Project Guide 2010 Budget-Friendly Options
- 6. Navigating Ms Project Guide 2010 eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Ms Project Guide 2010 Compatibility with Devices
 - Ms Project Guide 2010 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Project Guide 2010
 - Highlighting and Note-Taking Ms Project Guide 2010
 - Interactive Elements Ms Project Guide 2010
- 8. Staying Engaged with Ms Project Guide 2010
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Ms Project Guide 2010
- 9. Balancing eBooks and Physical Books Ms Project Guide 2010
 - Benefits of a Digital Library
 - $\circ\,$ Creating a Diverse Reading Collection Ms Project Guide 2010
- 10. Overcoming Reading Challenges
 - $\circ\,$ Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Project Guide 2010
 - Setting Reading Goals Ms Project Guide 2010
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Project Guide 2010
 - Fact-Checking eBook Content of Ms Project Guide 2010
 - 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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