



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.

<b>Gantt Chart</b>	Displays the task sheet on the left and graphical bars on the right.
<b>Task Usage</b>	Displays all tasks and the resources assigned to them.
<b>Calendar</b>	Displays the project tasks in a calendar view.
<b>Team Planner</b>	Displays resources' work over time.
<b>Resource Sheet</b>	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.

# Ms Project Guide

**R Parvin**



## Ms Project Guide:

Ten Minute Guide to Microsoft Project 3.0 Debbie Walkowski, Walkowski, 1993 A clear concise guide to the most important features of this project planning application Organized in lesson format it teaches the basics in 20 to 30 mini tutorials each of which can be completed in 10 minutes or less Along the way new users are assisted with Timesaver Tips Plain English definitions and Panic Button advice      *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      **Project Management** Arthur Tatnall, 1996      □□□□□□, 1981      **Appendix A: Brief Guide to Microsoft Project Professional 2016** Kathy Schwalbe, 2016-04-28 This guide provides step by step instructions on how to use Microsoft Project Professional 2016

**Mastering Microsoft Project** R Parvin, 2025-01-10 Unlock the full potential of Microsoft Project and enhance your project management skills with Mastering Microsoft Project From Setup to Success This comprehensive guide is designed for project managers team leaders and anyone looking to streamline their project workflows using Microsoft Project Whether you are a novice eager to learn the basics or an experienced user aiming to deepen your expertise this book provides detailed insights and step by step instructions to maximize your proficiency What You'll Learn Introduction to Microsoft Project Gain a solid foundation in project management principles and understand the various versions and features of Microsoft Project Initial Setup and Navigation Master the essentials of setting up and configuring your software along with expert tips on navigating the interface Building Your Project Plan Dive into the specifics of task creation linking sequencing and setting baselines to keep your project on track Resource Management Learn how to effectively manage resources assign tasks and handle overallocations to optimize workload and productivity Tracking and Reporting Keep your project on course with tools for monitoring progress utilizing reports and visualizing data through custom dashboards and charts Collaboration and Integration Discover strategies for enhancing team collaboration and integrating Microsoft Project with other tools to maintain project alignment and communication Advanced Project Management Tackle complex project scenarios with advanced techniques such as managing multiple projects setting up cross project dependencies and leveraging custom fields for automated tracking Project Closure and Lessons Learned Efficiently close out projects document learnings and prepare templates for future use ensuring continuous improvement and success Appendices Include A detailed glossary of essential project management and Microsoft Project terms A quick reference guide to shortcuts and commands to speed up your workflow A curated list of resources for further learning to continue advancing your project management and Microsoft Project skills Mastering Microsoft Project From Setup to Success is more than just a technical manual it is a roadmap to

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**GUIDE TO MICROSOFT PROJECT 2019** CICALA, JR. (AUGUSTUS.),2020      **Microsoft Project 2013: The Missing Manual** Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive      **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 Bible** Jason Taylor,2024-12-21 Explore the world of project management with Microsoft Project Bible an essential guide tailored for both newcomers and experienced professionals This book provides a thorough exploration of Microsoft Project equipping you with the skills necessary to manage projects efficiently from inception to completion Overview In today s fast paced business environment effective project management is crucial for success This book serves as your comprehensive roadmap guiding you through essential strategies tools and techniques that Microsoft Project offers Whether you re looking to refine your skills or start from scratch this guide is structured to meet your needs Key Features Comprehensive Introduction Begin with foundational principles of project management and understand how Microsoft Project can streamline your processes Learn about key terminology and concepts that are vital for effective project planning Navigating Microsoft Project Familiarize yourself with the user friendly interface features and functionalities of Microsoft Project Discover shortcuts and tips to enhance your efficiency and productivity Mastering Gantt Charts Gantt charts are vital for visualizing project timelines and dependencies This book provides a step by step approach to creating and customizing Gantt charts allowing you to track progress and adjust plans as needed Resource Management Strategies Learn how to effectively manage resources allocate tasks and balance workloads Understand the importance of resource leveling and how to optimize team performance for successful project execution Advanced Project Management Techniques Move beyond the basics with advanced strategies such as critical path analysis risk management and performance metrics Gain insights into how to tackle complex projects and ensure they stay on track Collaboration and

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*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 **The Project Managers Guide to Microsoft Project 2019** Gus Cicala,2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request [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

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