



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.

Gantt Chart	Displays the task sheet on the left and graphical bars on the right.
Task Usage	Displays all 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 **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.

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Project Management Absolute Beginner's Guide Greg Horine, 2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today's best beginner's guide to modern project management simple practical instructions for succeeding with every task you'll need to perform Here's a small sample of what you'll learn Master the key skills and qualities every project manager needs Lead projects don't just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school Arduino Projects for Engineers Neerparaj Rai, 2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects of each project and will help students create their own innovative prototypes **Making Effective Business Decisions Using Microsoft Project** Advisicon, Tim Runcie, Doc Dochtermann, 2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not

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 Management Professionals 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 most from the software. The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule through resource planning and on to the more advanced features. A chapter 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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Handbook of Research on Engineering Education in a Global Context Smirnova, Elena V., Clark, Robin P., 2018-08-31 Engineering education methods and standards are important features of engineering programs that should be carefully designed both to provide students and stakeholders with valuable active integrated learning experiences and to provide a vehicle for assessing program outcomes With the driving force of the globalization of the engineering profession standards should be developed for mutual recognition of engineering education across the world but it is proving difficult to achieve The Handbook of Research on Engineering Education in a Global Context provides innovative insights into the importance of quality training and preparation for engineering students It explores the common and current problems encountered in areas such as quality and standards management information systems innovation and enhanced learning technologies in education as well as the challenges of employability entrepreneurship and diversity This publication is vital reference source for science and engineering educators engineering professionals and educational administrators interested in topics centered on the education of students in the field of engineering

Practical Field Ecology C. Philip Wheeler, James R. Bell, Penny A. Cook, 2011-04-12 This book introduces experimental design and data analysis interpretation as well as field monitoring skills for both plants and animals Clearly structured throughout and written in a student friendly manner the main emphasis of the book concentrates on the techniques required to design a field based ecological survey and shows how to execute an appropriate sampling regime The book evaluates appropriate methods including the problems associated with various techniques and their inherent flaws e g low sample sizes large amount of field or laboratory work high cost etc This provides a resource base outlining details from the planning stage into the field guiding through sampling and finally through organism identification in the laboratory and computer based data analysis and interpretation The text is divided into six distinct chapters The first chapter covers planning including health and safety together with information on a variety of statistical techniques for examining and analysing data Following a chapter dealing with site characterisation and general aspects of species identification

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

Planning and Scheduling Using Microsoft® Project 2010 Paul E. Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book Microsoft r Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book It is designed to teach project management professionals how to use the software in a project environment

What's New Study Guide to Microsoft Project 2010 Dale A. Howard,Gary L. Chefetz,2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors

Brief Guide to Microsoft Project 2010 Kathy Schwalbe,2010-07-29

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Ultimate Study Guide Dale A. Howard,Gary Chefetz,2011-11 Gain in depth knowledge about standard and custom fields calendars scheduling costing critical path analysis and exchanging project data with other applications Learn how to locate and level overallocated resources how to create and use a shared resource pool file and a master project and how to record and write macros in VBA

Project 2010 For Dummies Nancy C. Muir,2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software As project management software Microsoft Project allows you to oversee

your business activities effectively You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010 Indian National Bibliography B. S. Kesavan,2011 **Appendix A: Brief Guide to Microsoft Project 2010** Kathy Schwalbe,2010-05-05 This text only includes Appendix A Brief Guide to Microsoft Project 2010 from Kathy Schwalbe s Revised Introduction to Project Management Third Edition The page numbering is the same as the original text It was created in April 2010 The Indian National Bibliography B. S. Kesavan,2011 **Microsoft Project 2010 Quick Guide for Beginners** Kugan Panchadsaram,2012-01-01 *Microsoft Project 2010 In Depth* QuantumPM, LLC,Scott Daley,2011-01-31 This is the world s most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010 s reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2010 book you need

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