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Common Views

To Display a View: Select the VIEW tab and choose from the Task Views available.

Gantt Chart: Default view. Displays a list of tasks with bar chart information.

Task Usage: Displays a list of tasks showing assigned resources under each task.

Network Diagram: Displays a sequence or logic diagram that shows the project's tasks and dependencies.

Calendar: Displays tasks and durations in a monthly calendar.

Cher Views: Provides additional views:

- Task Form: Detailed information of the solers took.
- · Task Sheet: List of all the tasks and selected details.
- . Timeline: An expanded view of the Signature.

Keystroke Shortcuts

Save Project File	«Ctrl» + «S»
Close Current Project	«Ctri» + «W»
Open Existing Project	«Ctrl» + «O»
Print/Print Preview	<ctrl> + <p></p></ctrl>
Task or Resource Information	<shift> + <f2></f2></shift>
Assign Resources	«Alt» + «F10»
Copy	-cCtrls- + -cCs-
Cut	«Ctrl» « «X»
Paste	eCtrls + eVs
Help	<f1></f1>
Go To Selected Task	<ctrl> + <shift> + <f5></f5></shift></ctrl>
Link Selected Task	«Ctrl» + «F2»
Unlink Selected Task	«Ctrl» + «Shift» + «F2»
Create a Hyperlink	«Ctrl» « «K»
Zoom In	«Ctrib» «/»
Zoom Out	<ctrl> + <shift> + < *></shift></ctrl>
Undo	«Ctrl» • «Z»
Redo	«Ctrl» + «Y»
Bold	<ctrl> + </ctrl>
Italics	«Ctri» + «d»
Underline	«Ctrib» » «Ub»

Project 2013 Quick Reference Card



Project 2013 Fundamentals

- To Create a New Project: Click the FILE tab, click the NEW tab and click the Blank Project option. Or press «Ctrl» + «N».
- To Use a Template: Click the FILE tab. click. the NEW tab. Select a template from the menu. and click OK.
- To View Information About the Project: Select the PROJECT tab and click Project Information in the Properties group.
- Set the Working Time Calendar: Select the PROJECT tab and click Change Working Time in the Properties group. Select the date(s): you want to change and select a new calendar, or enter the new working hours in the Start and Finish boxes.
- To Use Spell check: Select the PROJECT. tab and click Spetting in the Proofing group.
- To Use Undo and Redo: Click the Undo button and Redio button on the Quick Access toolbar.
- To Adjust the Timescale: Select the VIEW. tab and choose from the options in the Times calle list arrow in the Zoom group.
- To Adjust the Zoom Level: Select the VIEW tab and click the Zo-om button to either zoom in or zoom out. Alternatively, click the Entire Project button to zoom to a level where the whole project is visible.

- To Save a Project File: Click the Save button on the Quick Access toolbar or dick FILE tab and select Save or Save As if you wish to change the file name or location.
- To Set a Baseline Plan: Click the PROJECT tab, dick the Set Baseline drop list. arrow in the Schedule group and choose Set. Baseline, Click the Set Baseline Plan option, choose the baseline number, save the planfor the entire project or selected tasks, and click.
- To Set an Interim Plan: Click the PROJECT tab. dick the Set Baseline drop list. arrow in the Schedule group and choose Set Baseline. Select the baseline details and click. OK. Click the Set Interim plan option, choose where to copy from and where they should be copied into, save the plan for the entire project or selected tasks, and click OK.
- To Show or Hide the Planning Wizard: Click the FILE tab and click Options. Click the Advanced tab and either select or deselect the Advice from Planning Wizard checkbox.
- To View a Task's Usage: Select the task and click the View tab. Click the Task Usage button. in the Task Views group.
- To Get Help: Press «F1» to open the Project. Help task pane, type your question, and click the Search button.

Microsoft Project Quick Reference Guide

JL Elias

Microsoft Project Quick Reference Guide:

Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff, 2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level 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 Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity **Microsoft Project Ouick Reference** Microsoft Project 2003 Creating a Basic Project Quick Reference Guide Beezix, Inc Staff, 2004-03 **Guide** ,1987 Laminated guick reference guide showing step by step instructions and shortcuts for how to use Microsoft Project 2003 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching Views Unlisted Views Using Project Guides Entering Tasks Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows Zooming Moving or Copying Changing Gantt Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout and Transferring Data to Other Project Files Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut Beezix Software Services, 2016-03-07 Laminated guick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level 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 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 Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the

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