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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 2016 Excel tips and tricks.

Setting the Project Start Date

Most plans should be established on a fixed start date to avoid any scheduling and project cost issues.

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the START DATE button on the ribbon.
3. Enter the START DATE, and if necessary, time (OK).
4. Make the necessary changes, such as changing the CURRENT DATE or START DATE (OK).

The Start Date is used for various reports, such as Project and Earned Value reports. You may also change it in the PROJECT tool 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 set a project manager, click the PROJECT MANAGER button.
6. Enter your Gantt chart and resource names, schedule and cost information in the Gantt chart field. They will then start a new file (OK).
7. Save (F12).

Switching to a Different View

Click on a view icon on the ribbon to switch to a different view.

- Click on a view icon on the ribbon.
- To switch to a task view, click on the TASKS view icon.
- To switch to a resource view, click on the RESOURCES view icon.
- To switch to a Gantt chart view, click on the GANTT CHART view icon.
- To switch to a PERT chart view, click on the PERT CHART view icon.
- To switch to a network view, click on the NETWORK view icon.
- To switch to a resource usage view, click on the RESOURCE USAGE view icon.
- To switch to a resource histogram view, click on the RESOURCE HISTOGRAM view icon.
- To switch to a resource breakdown view, click on the RESOURCE BREAKDOWN view icon.
- To switch to a resource allocation view, click on the RESOURCE ALLOCATION view icon.
- To switch to a resource leveling view, click on the RESOURCE LEVELING view icon.
- To switch to a resource smoothing view, click on the RESOURCE SMOOTHING view icon.
- To switch to a resource optimization view, click on the RESOURCE OPTIMIZATION view icon.
- To switch to a resource optimization view, click on the RESOURCE OPTIMIZATION view icon.

Switching to an Unlinked View

1. Choose VIEW, then the Unlinked view icon.
2. Click on the view icon on the ribbon.

Entering Task Information in a Sheet

Enter task information in a sheet.

1. Choose VIEW, then the GANTT CHART view icon.
2. Click on the task icon on the ribbon.
3. Enter the task name in the TASK NAME field.
4. Press the Enter key to move to the next cell.

Inserting a Task

1. Select a new task in the task list, select that new task.
2. Choose TASK, then TASK (F5) to insert a task.

Entering or Changing a Task Duration

Enter the duration for a task.

1. Select the task in the task list.
2. Enter a value in the DURATION field to enter or change the duration.
3. Press the Enter key to move to the next cell.

Copying Data to Adjacent Cells

Copy data to adjacent cells.

1. Select the cell or cells to copy.
2. Press the Ctrl+C key to copy the data.
3. Select the cell or cells to paste.
4. Press the Ctrl+V key to paste the data.

Using Automatic Scheduling

Use automatic scheduling.

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the AUTOMATIC SCHEDULING button on the ribbon.
3. Press the OK button.

Sequencing Tasks Quickly

Sequence tasks quickly.

1. Select the task to sequence.
2. Press the F5 key to sequence the task.

Unlinking Tasks

Unlink tasks.

1. Select the task to unlink.
2. Press the Ctrl+U key to unlink the task.

Changing Gantt Chart Appearance

Change the appearance of the Gantt chart.

1. Choose GANTT CHART, then GANTT CHART APPEARANCE.
2. Click on the Gantt chart icon on the ribbon.
3. Press the OK button.

Viewing the Task Path

View the task path.

1. Select the task to view.
2. Press the F5 key to view the task path.

Shortcuts

To do this...	Press this...
Print the current view	F5
Print the Gantt chart	Ctrl+F5
Print the PERT chart	Ctrl+F5
Print the network	Ctrl+F5
Print the resource usage	Ctrl+F5
Print the resource histogram	Ctrl+F5
Print the resource breakdown	Ctrl+F5
Print the resource allocation	Ctrl+F5
Print the resource leveling	Ctrl+F5
Print the resource smoothing	Ctrl+F5
Print the resource optimization	Ctrl+F5



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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