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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 basic things? Go to the end of the book for more information on the Microsoft Project 2016 Cheat Sheet.

Setting the Project Start Date

Most plans should be established with a start date that date is used for scheduling and project the start date of each task.

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the START DATE option in the PROJECT INFORMATION pane.
3. Enter the START DATE and, if necessary, time (Click) to select a date.
4. Make the necessary changes, such as changing the CURRENT DATE or START DATE (Click) OK.

The Start Date is used for various reports, such as Project and Earned Value reports. You may also change it in the PROJECT tab in the Status group. If not set, CURRENT date is used.

Describing a Project

Provide additional project information to enhance reports.

1. Choose FILE, INFO.
2. From the PROJECT INFORMATION pane on the right, click the PROJECT INFORMATION tab.
3. Click the SUMMARY tab.
4. Enter a description in the TITLE field and, if necessary, further description in the SUBJECT field.
5. Enter the project manager's name in the PM field.
6. Enter your company name in the COMPANY field.
7. Enter a company, including project details, objectives and overall comments, in the COMMENTS field. Press RETURN to start a new line (Click) OK.

Switching to a Different View

Choose a view that shows the project information in a different way.

1. Click on a task in the task list.
2. Click on the VIEW button in the ribbon.
3. Click on the Gantt Chart view.
4. Click on the Gantt Chart view.
5. Click on the Gantt Chart view.
6. Click on the Gantt Chart view.
7. Click on the Gantt Chart view.
8. Click on the Gantt Chart view.

Entering Task Information in a Sheet

Enter task information in a sheet view.

1. Choose VIEW, then SHEET VIEW.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Inserting a Task

Insert a new task into the project.

1. Select a task in the task list.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Copying Data to Adjacent Cells

Copy data from one cell to another.

1. Select the cell you want to copy.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Using Automatic Scheduling

Use automatic scheduling to calculate task dates.

1. Select the task you want to schedule.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Sequencing Tasks Quickly

Sequence tasks quickly using the task list.

1. Select the task you want to sequence.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Unlinking Tasks

Unlink tasks that are currently linked.

1. Select the task you want to unlink.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Changing Gantt Chart Appearance

Change the appearance of the Gantt Chart.

1. Choose Gantt Chart, then Gantt Chart Options.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Viewing the Task Path

View the task path for a selected task.

1. Select the task you want to view.
2. Press the task list in the task list.
3. Press the task list in the task list.
4. Press the task list in the task list.
5. Press the task list in the task list.
6. Press the task list in the task list.
7. Press the task list in the task list.
8. Press the task list in the task list.

Shortcuts

To do this...	Press this...
Working in the Gantt Chart	
Show beginning of project	Alt+Home
Show end of project	Alt+End
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab
Go to task list	Alt+Tab

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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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