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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, telephone and e-mail addresses, in the CONTACTS 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. Press the VIEW button on the ribbon.
3. Press the Gantt Chart button.
4. Press the PERT button.
5. Press the Resource Usage button.
6. Press the Tracking Gantt button.
7. Press the Network Diagram button.
8. Press the Task Usage button.
9. Press the Resource Sheet button.
10. Press the Resource Allocation button.
11. Press the Resource Breakdown button.
12. Press the Resource Histogram button.
13. Press the Resource Usage button.
14. Press the Resource Allocation button.
15. Press the Resource Breakdown button.
16. Press the Resource Histogram button.

Entering Task Information in a Sheet

Enter task information in a sheet view.

1. Choose VIEW, then the Sheet view button.
2. Press the Gantt Chart button.
3. Press the PERT button.
4. Press the Resource Usage button.
5. Press the Tracking Gantt button.
6. Press the Network Diagram button.
7. Press the Task Usage button.
8. Press the Resource Sheet button.
9. Press the Resource Allocation button.
10. Press the Resource Breakdown button.
11. Press the Resource Histogram button.

Inserting a Task

1. Select a task in the task list.
2. Press the INSERT button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
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20. Press the Task button.

Entering or Changing a Task Duration

Enter the duration of a task in the task list.

1. Select a task in the task list.
2. Press the DURATION button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Copying Data to Adjacent Cells

Copy data from one cell to another.

1. Select the cell you want to copy.
2. Press the COPY button.
3. Select the cell you want to paste.
4. Press the PASTE button.
5. Press the Task button.
6. Press the Task button.
7. Press the Task button.
8. Press the Task button.
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Using Automatic Scheduling

Use automatic scheduling to calculate task dates.

1. Select a task in the task list.
2. Press the AUTOMATIC button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
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Sequencing Tasks Quickly

Sequence tasks quickly by dragging them.

1. Select a task in the task list.
2. Press the SEQUENCE button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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Indenting or Demoting Tasks

Indent or demote tasks in the task list.

1. Select a task in the task list.
2. Press the INDENT button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
7. Press the Task button.
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20. Press the Task button.

Outdenting or Promoting Tasks

Outdent or promote tasks in the task list.

1. Select a task in the task list.
2. Press the OUTDENT button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Moving Tasks Under a Summary

Move tasks under a summary task.

1. Select a task in the task list.
2. Press the MOVE button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
7. Press the Task button.
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Displaying Tasks in a Summary

Display tasks in a summary view.

1. Select a task in the task list.
2. Press the DISPLAY button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Displaying All Subtasks

Display all subtasks in the task list.

1. Select a task in the task list.
2. Press the DISPLAY button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
7. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Updating Multiple Rows Quickly

Update multiple rows quickly.

1. Select a task in the task list.
2. Press the UPDATE button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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Clearing or Deleting Rows

Clear or delete rows in the task list.

1. Select a task in the task list.
2. Press the CLEAR button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Zooming in a View

Zoom in a view to see more detail.

1. Select a task in the task list.
2. Press the ZOOM button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Moving or Copying Rows

Move or copy rows in the task list.

1. Select a task in the task list.
2. Press the MOVE button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
7. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Shortcuts

To do this...	Press this...
Print the project	Ctrl+P
Print the task list	Ctrl+L
Print the Gantt chart	Ctrl+G
Print the PERT chart	Ctrl+P
Print the Resource Usage	Ctrl+U
Print the Tracking Gantt	Ctrl+T
Print the Network Diagram	Ctrl+N
Print the Task Usage	Ctrl+U
Print the Resource Sheet	Ctrl+S
Print the Resource Allocation	Ctrl+A
Print the Resource Breakdown	Ctrl+B
Print the Resource Histogram	Ctrl+H

Working in the Gantt Chart

Working in the Gantt chart view.

1. Select a task in the task list.
2. Press the GANTT button.
3. Press the Task button.
4. Press the Task button.
5. Press the Task button.
6. Press the Task button.
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19. Press the Task button.
20. Press the Task button.

Selecting Rows

Select rows in the task list.

1. Select a task in the task list.
2. Press the SELECT button.
3. Press the Task button.
4. Press the Task button.
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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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