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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 tasks.

Setting the Project Start Date

Most plans should be established on a fixed start date to avoid any scheduling and control the duration of each task.

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 Progress and Earned Value reports. You may also change it in the PROJECT task 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 be viewed by the project manager, click the TASKS tab.
6. Enter your Gantt chart and resource names.
7. Enter a description, including project details, objectives and goals or outcomes, in the COMMENTS field. This information is stored in the COMMENTS field. This information is stored in the COMMENTS field.

Switching to a Different View

Click on the View button on the ribbon to switch to a different view.

- Click on a task in the Gantt chart to view details.
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Inserting a Task

1. Select a new task in the Gantt chart, select that every row.
2. Click on the TASK button on the ribbon.

Entering or Changing a Task Duration

Enter the duration for a task by clicking on the task in the Gantt chart. To enter a duration, click on the task in the Gantt chart. To enter a duration, click on the task in the Gantt chart.

1. Select the duration field for a task.
2. Enter a value or click on the increase or decrease buttons to create a duration, enter a duration of zero or if the duration cannot be entered in the field, enter a duration such as "0d" or "1 minute" (does not work when using automatic scheduling).
- To enter an elapsed duration, use the "e" flag, such as "1 elapsed day".
- Enter the appropriate unit code for months, years, weeks, or hours (use the appropriate unit code).
- To enter an elapsed duration, add "e" flag, such as "1e".

Copying Data to Adjacent Cells

Click on the ribbon in the PROJECT INFORMATION pane.

1. Select the cell or cells that you want to copy.
2. Drag the mouse to the right or left.

Using Automatic Scheduling

If you want task dependencies, resource constraints, and the project calendar to automatically adjust task dates, click the Auto Scheduling button on the ribbon.

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the TASKS button on the ribbon.
3. Click on the TASKS button on the ribbon.

Sequencing Tasks Quickly

Project dependencies are defined by the start and finish dates of each task. If an activity has no successors, it is a task that has no successors.

1. Select the task to sequence.
2. Click on the TASK button on the ribbon.

Unlinking Tasks

1. Select the task to unlink.
2. Click on the TASK button on the ribbon.

Changing Gantt Chart Appearance

1. Choose PROJECT, then PROJECT INFORMATION.
2. Click on the Gantt Chart button on the ribbon.

Viewing the Task Path

Click on the ribbon in the PROJECT INFORMATION pane.

1. Select the task to view.
2. Click on the TASK button on the ribbon.

Shortcuts

To do this...	Press this...
Print the Gantt Chart	Ctrl+P
Print the Summary	Ctrl+S
Print the Resource Usage	Ctrl+R
Print the Task Sheet	Ctrl+T
Print the Task Sheet (with dependencies)	Ctrl+T, D
Print the Task Sheet (with dependencies and resource usage)	Ctrl+T, D, R
Print the Task Sheet (with dependencies, resource usage, and task sheet)	Ctrl+T, D, R, T
Print the Task Sheet (with dependencies, resource usage, task sheet, and resource usage)	Ctrl+T, D, R, T, U



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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