



The Project 2016 Program Screen



Project Fundamentals

Create a New Project: Click the File tab, select New, and click Blank Project.

Open a File: Click the File tab and select Open, or press **Ctrl + O**. Select a location with a file you want, then select a file and click Open.

Save a File: Click the File tab and select Save, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click Save.

Set Project Information: Click the Project tab, click the Set Information button, click the Set Information button, click the Set Information button, choose the project from the start date or finish date, and select the start date or finish date. Click the Calendar list arrow and select an option, then click OK.

Create a New Project Calendar: Click the Project tab and click the Change Working Time button. Click the Create New Calendar button, type a name for the calendar, and click OK.

Change Work Days and Hours: Click the Project tab and click the Change Working Time button. Click the Work Weeks tab, click the Details button, and select a day to modify the work hours. Click OK twice to close the dialog boxes.

Project Viewers

Change Viewer: Click the Viewer tab and select a view, or click one of the view buttons at the bottom of the window.

- Chart:** Displays the task sheet on the left and graphical bars on the right.
- Task Usage:** Displays all tasks and the resources assigned to them.
- Calendar:** Displays the project tasks in a calendar view.
- Task Planner:** Displays resources' work over time.
- Resource Sheet:** Displays a list of resources and their details.

Turn on the Timeline: Click the View tab on the ribbon and select the Timeline check box.

Sort Information: Click the Viewer tab on the ribbon, click the Sort \downarrow button, and select a sort option.

Filter Information: Click the Viewer tab on the ribbon, click the Filter \downarrow list arrow, and select a filter option.

Your Organization's Name Here:

Add your own message, logo, and contact information.

Keyboard Shortcuts

General

Open an existing project	Ctrl + O
Create a new project	Ctrl + N
Save a project	Ctrl + S
Print a project	Ctrl + P
Close a file	Ctrl + W
Close Project	Alt + F4
Help	F1
Spell check	F7
Zoom in	Ctrl + +
Zoom out	Ctrl + Shift + -

Navigation and Views

Up one screen	Page Up
Down one screen	Page Down
Show Selected tasks or resources	
Display Field Settings	F3
Show task or resource information	Shift + F2
Hide subtasks	Alt + Shift + -
Show all tasks	Alt + Shift + +

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Create a hyperlink	Ctrl + K
Add a new task	Insert
Cancel an entry	Esc
Checkmark a field	Ctrl + Delete
Fill down	Ctrl + D
Link tasks	Ctrl + F2
Unlink tasks	Ctrl + Shift + F2
Set task to manually scheduled	Ctrl + Shift + M
Set task to auto scheduled	Ctrl + Shift + A

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

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Tasks

Schedule Tasks: Tasks in Project can be manually or auto-scheduled.

- Manually Scheduled Tasks:** Tasks that are scheduled. Can be planned and rescheduled in the calendar, but won't move them. You can add just the details you know and come back later to fill in additional details.
- Auto Scheduled Tasks:** Are scheduled by Project. You can't interfere with such as the task duration, cost, resources, and constraints, and Project calculates when the task should start.

Set the Task Scheduling Method: Click the New Task button in the status bar and select a scheduling method.

Insert a Task: In Gantt Chart view, click where you want to add the new task and click the Task \downarrow button on the Task tab. Type a name for the task and press Enter.

Delete a Task: Click the Task ID for the task you want to delete and press the Delete key on the keyboard.

Create a Milestone Task: Click in a blank Task Name cell, type a name for the task, and press Enter. Click the Task \downarrow button on the Task tab, type a ID, and press Enter. Milestones are just like regular tasks, but with no duration. They are represented with the \oplus symbol.

Resources

There are 3 types of resources in Project:

- Work Resources:** Resources that you assign by time. Also a resource that can be assigned to tasks based on time worked.
- Material Resources:** Physical items used in completing the project. Like a computer. Their cost is not based on time.
- Cost Resources:** Resources that aren't based on time or quantity, such as travel expenses or fees.

View the Resource Sheet: Click the Viewer tab on the ribbon and click the Resource Sheet \downarrow button.

Add Work Resources: Click in the first available cell in the Resource Name field, type a resource name, and press Enter. Click the Type \downarrow list arrow and select Material. Add any known resource information.

Add Cost Resources: Click in the first

Manage Projects

Create a Baseline: Click the Project tab on the ribbon, click the Set Baseline \downarrow button, and select Set Baseline. Select Entire project or Selected tasks and click OK.

Update Actual Task Values: Select the task you want to update, click the Mark on Track \downarrow list arrow on the Task tab and select Update Task. Fill in any actual task values and click OK.

Update Task Completion: Select the task that needs the completion percentage updated. Click a Completion Percentage \downarrow button in the Schedule group of the Task tab on the ribbon.

View Project Statistics: Click the Project tab, click the Project Information \downarrow button, and click Statistics.

View Project Variance: In Task Sheet view, click the Viewer tab, click the Variance \downarrow button, and select the item you want to see variance for (e.g., cost or duration). The Variance column displays the difference between the baseline values and actual values entered for the project.

Reports

Create a Report: Project reports provide a graphical snapshot of project information. There are 4 main report types, which you'll find

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