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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 on the ribbon and click the **Project Information** button. Choose to schedule 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 Views

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

Gantt 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.
Team 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 **View** tab on the ribbon, click the **Sort** button, and select a sort option.

Filter Information: Click the **View** tab on the ribbon, click the **Filter** list arrow, and select a filter option.

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 filtered tasks or resources	**F3**
Display Field Settings	**Alt** + **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**
Clear/reset field	**Ctrl** + **Delete**
Fill down	**Ctrl** + **D**
Link tasks	**Ctrl** + **F2**
Unlink tasks	**Ctrl** + **Shift** + **F2**
Set task to manually schedule	**Ctrl** + **Shift** + **M**
Set task to auto schedule	**Ctrl** + **Shift** + **A**

Formatting

Bold	**Ctrl** + **B**
Italics	**Ctrl** + **I**
Underline	**Ctrl** + **U**

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Lisa C Thompson,University of California, Davis

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The ASQ Certified Software Quality Engineer Handbook Linda Vogelsong Westfall,2025-01-05 The ASQ Certified Software Quality Engineer Handbook Third Edition contains information and guidance that supports all the topics within the 2023 version of the Certified Software Quality Engineer CSQE Body of Knowledge BoK Armed with the knowledge in this handbook qualified software quality practitioners will be prepared for the ASQ CSQE exam It is also helpful for any practitioner or manager who needs to understand the aspects of software quality that impacts their work *Computational Science and Its Applications – ICCSA 2018* Osvaldo Gervasi,Beniamino Murgante,Sanjay Misra,Elena Stankova,Carmelo M. Torre,Ana Maria A.C. Rocha,David Taniar,Bernady O. Apduhan,Eufemia Tarantino,Yeonseung Ryu,2018-07-03 The five volume set LNCS 10960 until 10964 constitutes the refereed proceedings of the 18th International Conference on Computational Science and Its Applications ICCSA 2018 held in Melbourne Australia in July 2018 Apart from the general tracks ICCSA 2018 also includes 34 international workshops in various areas of computational sciences ranging from computational science technologies to specific areas of computational sciences such as computer graphics and virtual reality The total of 265 full papers and 10 short papers presented in the 5 volume proceedings set of ICCSA 2018 were carefully reviewed and selected from 892 submissions **Improving hosted continuous integration services** Weyand, Christopher,Chromik, Jonas,Wolf, Lennard,Kötte, Steffen,Haase, Konstantin,Felgentreff, Tim,Lincke, Jens, Hirschfeld, Robert,2017-02-17 Developing large software projects is a complicated task and can be demanding for developers Continuous integration is common practice for reducing complexity By integrating and testing changes often changesets are kept small and therefore easily comprehensible Travis CI is a service that offers continuous integration and continuous deployment in the cloud Software projects are build tested and deployed using the Travis CI infrastructure without interrupting the development process This report describes how Travis CI works presents how time driven periodic building is implemented as well as how CI data visualization can be done and proposes a way of dealing with dependency problems

Product-Focused Software Process Improvement Maurizio Morisio,Marco Torchiano,Andreas Jedlitschka,2020-11-20 This book constitutes the refereed proceedings of the 21st International Conference on Product Focused Software Process Improvement PROFES 2020 held in Turin Italy in November 2020 Due to COVID 19 pandemic the conference was held virtually The 19 revised full papers and 3 short papers presented were carefully reviewed and selected from 68 submissions The papers cover a broad range of topics related to professional software development and process improvement driven by product and service quality needs They are organized in topical sections on Agile Software Development **Intelligent Computer Mathematics** Herman Geuvers,Matthew England,Osman Hasan,Florian Rabe,Olaf Teschke,2017-06-26 This book constitutes the refereed proceedings of the 10th International Conference on Intelligent Computer Mathematics CICM 2017 held in Edinburgh Scotland in July 2017 The 22 full papers and 3 abstracts of invited papers presented were carefully

reviewed and selected from a total of 40 submissions The papers are organized in three tracks the Calculemus track examining the integration of symbolic computation and mechanized reasoning the Digital Mathematics Libraries track dealing with math aware technologies standards algorithms and processes the Mathematical Knowledge Management track being concerned with all aspects of managing mathematical knowledge in informal semi formal and formal settings An additional track Systems and Projects contains descriptions of systems and relevant projects both of which are key to a research topic where theory and practice interact on explicitly represented knowledge Transdisciplinary Engineering: Crossing Boundaries Milton Borsato,Nel Wognum,Margherita Peruzzini,Josip Stjepandic,Wim J.C. Verhagen,2016-10-15 The Concurrent Engineering CE approach was developed in the 1980s based on the concept that different phases of a product life cycle should be conducted concurrently and initiated as early as possible within the Product Creation Process PCP CE concepts have matured and become the foundation of many new ideas methodologies initiatives approaches and tools This book contains the proceedings from the 23rd ISPE Inc International Conference on Transdisciplinary formerly Concurrent Engineering held in Curitiba Parana Brazil in October 2016 The conference entitled Transdisciplinary Engineering Crossing Boundaries provides an important forum for international scientific exchange on Concurrent Engineering and collaborative enterprises and attracts the participation of researchers industry experts and students as well as government representatives The 108 peer reviewed papers and keynote speech included here range from theoretical and conceptual to strongly pragmatic works which are organized into 17 sections including Concurrent Engineering and knowledge exchange engineering for sustainability multidisciplinary project management collaborative design and engineering optimization of engineering operations and data analytics and multidisciplinary design optimization among others The book gives an overview of the latest research advancements and applications in the field and will be of interest to researchers design practitioners and educators **IT Project Management: A Geek's Guide to Leadership** Byron A. Love,2016-10-04 This book s author Byron Love admits proudly to being an IT geek However he had found that being an IT geek was limiting his career path and his effectiveness During a career of more than 31 years he has made the transition from geek to geek leader He hopes this book helps other geeks do the same This book addresses leadership issues in the IT industry to help IT practitioners lead from the lowest level Unlike other leadership books that provide a one size fits all approach to leadership this book focuses on the unique challenges that IT practitioners face IT project managers may manage processes and technologies but people must be led The IT industry attracts people who think in logical ways analytical types who have a propensity to place more emphasis on tasks and technology than on people This has led to leadership challenges such as poor communication poor relationship management and poor stakeholder engagement Critical IT projects and programs have failed because IT leaders neglect the people component of people process and technology Communications skills are key to leadership This book features an in depth discussion of the communications cycle and emotional intelligence providing geek

leaders with tools to improve their understanding of others and to help others understand them To transform a geek into a geek leader this book also discusses Self leadership skills so geek leaders know how to lead others by leading themselves first Followership and how to cultivate it among team members How a geek leader s ability to navigate disparate social styles leads to greater credibility and influence Integrating leadership into project management processes The book concludes with a case study to show how to put leadership principles and practices into action and how an IT geek can transform into an effective IT geek leader **The Software Encyclopedia** ,1986 **A User's Guide to The Manpower Services Commission** Alastair Thomson,1987 Reference Book of Corporate Managements Dun and Bradstreet, inc,1995 **Computer Book Review** ,1990 Report for the Biennial Period ... International Commission for the Conservation of Atlantic Tunas,2016 Agile Portfolio Management Klaus Nielsen,2021-09-27 Agile Portfolio Management deals with how an organization identifies prioritizes organizes and manages different products This is done in a streamlined way in order to optimize the development of value in a manner that s sustainable in the long run It ensures that a company provides their clients with the best value for their investment A good portfolio manager understands and follows the agile principles while also considering the various factors needed to successfully manage numerous teams and projects The project management offices of many organizations are faced with the reality of more and more agile deliverables as part of agile transformations however they lack the knowledge to perform these tasks Researchers and practitioners have a good understanding of project program and portfolio management from a plan based perspective They have common standards from Axelos PMI and others so they know the best practices The understanding of agile on a team level is fairly mature and the knowledge of more agile teams scaling is increasing However the knowledge of agile portfolio management is still limited The aim of this book is to give the reader an understanding of management of a portfolio of agile deliverables what the options are theory what we know research and what others are doing practice Many organizations in banking or insurance to name a few are in the middle of major agile transformations with limited knowledge of the practice In this book the author collects and analyzes common practices in various industries He provides both theory and through case studies the practical aspects of agile portfolio management *D&B Reference Book of Corporate Managements* ,2007 *Microsoft Project Quick Reference Guide* ,1987 **Modeling Tool to Assess and Mitigate the Effects of Small Hydropower on Stream Fishes in Changing California Climate** Lisa C Thompson,University of California, Davis,2016 **Microsoft Project 2000 Quick Source Reference Guide** Quick Source (Firm),Quick Source Staff,2000-09-01 **Essentials of Nursing Informatics Study Guide** Juliana J. Brixey,Jack E. Brixey,Virginia K. Saba,Kathleen A. McCormick,2015-09-05 Introducing the most complete compact guide to teaching and learning nursing informatics If you re looking for a clear streamlined review of nursing informatics fundamentals Essentials of Nursing Informatics Study Guide is the go to reference Drawn from the newly revised 6th Edition of Saba and McCormick s bestselling textbook Essentials of Nursing Informatics this indispensable study

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