Microsoft

Project 2016

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The Project 2016 Program Screen

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 shared 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

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, 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.

Tasks

Scheduling Tasks: Tasks in Project can be manually or auto scheduled.

- **Manually Scheduled Tasks (the default):** Can be placed anywhere in the schedule and Project 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 enter information such as the task duration, work, resources, and constraints, and Project calculates when the task should start.

Set the Task Scheduling Mode: Click the New Tasks 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 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 milestone and press Enter. Click the milestone's Duration cell, type 0 D, and press Enter. Milestones are just like regular tasks, but with no duration. They are represented with the ◆ symbol.

Resources

There are 3 types of resources in Project:

Work Resource:	Resources that you assign by time, like a person who works full time. Their cost is based on time worked.
Material Resource:	Physical items used in completing the project, like a computer. Their cost is not based on time.
Cost Resource:	Resources that aren't based on time or quantity, such as travel expenses or fees.

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

Add Work Resources: Click in the first blank Resource Name field, type a resource name, and press Enter. Ensure Work is selected in the Type column and add in any known resource information.

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

Manage Projects

Save a Baseline: Click the Project tab on the ribbon, click the Set Baseline 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 list arrow on the Task tab and select Update Tasks. 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 button in the Schedule group of the Task tab on the ribbon.

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

View Project Variance: In Task Sheet view, click the View tab, click the Tables 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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Microsoft Project 2010 Cheat Sheet

Guillaume Favre

Microsoft Project 2010 Cheat Sheet:

Unveiling the Magic of Words: A Report on "**Microsoft Project 2010 Cheat Sheet**"

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