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The Project 2016 Program Screen

Labels: Quick Access Toolbar, Title Bar, Contextual Tab, Close, Ribbon, Timeline, Table, Gantt Chart, Status Bar, Views, Zoom

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
Italic	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, 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.

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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.

Add Cost Resources: Click in the first ...

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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David Baud

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Visual Basic 2010 Programmer's Reference Rod Stephens,2010-03-26 Visual Basic expert Rod Stephens shows you how to leverage the latest features of VB 2010 Microsoft Visual Basic VB is the most popular programming language in the world with millions of lines of code used in businesses and applications of all types and sizes The new release of Visual Basic 2010 is tightly integrated with the Windows operating system and the NET programming environment Renowned VB authority Rod Stephens provides a comprehensive guide to Visual Basic programming including the latest enhancements to the VB language and programming environment with Visual Studio 2010 The tutorial is packed with detailed and practical code examples that show readers how to master all of the features of VB Visual Basic authority Rod Stephens presents a must have resource on Visual Basic the most popular programming language in the word Fully covers the newest features of Visual Basic 2010 such as array literals and initializers collection initializers implicit line continuation Lambda expressions and more Features extensively revised and tested code to ensure compliance with the latest release With this essential resource you ll be able to quickly review the details of important programming objects properties methods and events Note CD ROM DVD and other supplementary materials are not included as part of eBook file   Project Management Absolute Beginner's Guide Greg Horine,2012-10-16 Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated for the latest web based project management tools and the newest version of PMP certification this book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple Project Management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management   *Microsoft Project 2010 Quick Reference Guide* Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 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 Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a 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 Displaying the Project s Statistics Changing the Progress of a Single Task Changing Progress of Several Tasks Setting Up a Printout Previewing a View Printing a View Previewing or Printing a Report Transferring Data to Other Project Files This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity   *Information and Software Technologies* Tomas Skersys,Rimantas Butleris,Rita Butkiene,2013-10-06 This book constitutes the refereed proceedings of the 19th International Conference on Information and Software Technologies ICIST 2013 held in Kaunas Lithuania in October 2013 The 34 papers presented were carefully reviewed and selected from 60 submissions The papers focus on the following topics information systems business intelligence software engineering and IT applications   Realizing Complex Integrated Systems Anthony P. Ambler,John W. Sheppard,2025-02-20 The creation of complex integrated systems is in itself complex It requires immense planning and a large team of people with diverse backgrounds based in dispersed geographical locations and countries supposedly working to a coordinated schedule and cost The systems engineering task is not new but recent scales most definitely are The world is now capable of designing and manufacturing systems whose complexity was not considered possible 10 years ago While many are trained to think in terms of a complete system where everything is designed and produced by a single project team today such systems involve integrating subsystems and components which are also complex that have been developed by other project teams Inevitably this introduces additional complexities involving elements out of the direct control of the project but which are essential to its overall success In addition to traditional systems engineering topics of hardware and software design testability and manufacturability there are wider issues to be contemplated project planning communication language an issue for international teams units of measure imperial vs metric used across members of the team supply chains pandemics military action and natural disasters legal issues based on place of production and sale the ethics associated with target use and the threat of cyberattack This book is the first attempt to bring many of these issues together to highlight the complexities that need to be considered in modern system design It is neither exhaustive nor comprehensive but it gives pointers to the topics for the reader to follow up on in more detail   *Cyber-Risk Management* Atle Refsdal,Bjørnar Solhaug,Ketil Stølen,2015-10-01 This book provides a brief and general introduction to cybersecurity and cyber risk assessment Not limited to a specific approach or technique its focus is highly

pragmatic and is based on established international standards including ISO 31000 as well as industrial best practices It explains how cyber risk assessment should be conducted which techniques should be used when what the typical challenges and problems are and how they should be addressed The content is divided into three parts First part I provides a conceptual introduction to the topic of risk management in general and to cybersecurity and cyber risk management in particular Next part II presents the main stages of cyber risk assessment from context establishment to risk treatment and acceptance each illustrated by a running example Finally part III details four important challenges and how to reasonably deal with them in practice risk measurement risk scales uncertainty and low frequency risks with high consequence The target audience is mainly practitioners and students who are interested in the fundamentals and basic principles and techniques of security risk assessment as well as lecturers seeking teaching material The book provides an overview of the cyber risk assessment process the tasks involved and how to complete them in practice **Hot Mix Asphalt Reference Manual 2009-2010** ,2009 *GO! with Microsoft Office 2007 Introductory* Shelley Gaskin,2008 The primary goal of the GO Series aside from teaching computer applications is ease of implementation This approach is based on clearly defining projects for readers in a way that s easy to understand Creating Documents with Microsoft Word 2007 Formatting and Organizing Text Using Graphics and Tables Special Document Formats Columns and Mail Mer Creating a Worksheet and Charting Data Managing Workbooks and Analyzing Data Using Functions and Tables Getting Started with Access Databases and Tables Sort and Query a Database Forms Filters and Reports Getting Started with Microsoft PowerPoint 2007 Designing a PowerPoint Presentation Enhancing a Presentation with Animation Tables and Charts Using Access Data with Other Office Programs Using Tables in Word and Excel Using Excel as a Data Source in a Mail Mer Linking Data in Office Documents Creating Presentation Content from Office Documents MARKET For professionals seeking to learn and understand Microsoft Office 2007 Microsoft Project 2003 Basic Cheat Sheet Chris Le Roy,2006-01-01 **Microsoft Project Cheat Sheet** CheatSheets HQ,2026 Take control of your project timelines resources and deliverables with this powerful Microsoft Project Cheat Sheet Designed as a 2 page laminated double sided reference this guide helps project managers coordinators engineers and team leads navigate the robust features of Microsoft Project 2016 and later with clarity and speed Perfect for beginners and experienced users alike this cheat sheet covers everything from creating your first project plan to advanced views reports and resource tracking all in one place Key Features Project Setup Simplified Learn to create calendars enter project details set working hours and save baseline plans Task Timeline Management Step by step help with scheduling splitting linking and editing tasks Visual Project Views Use Gantt Calendar Team Planner Resource Sheet and more Resource Allocation Cost Tracking Understand and manage work material and cost resources Detailed Reporting Tools Quickly create and interpret dashboards resource reports and in progress summaries This cheat sheet is the perfect sidekick for anyone managing projects in Microsoft Project whether you re tracking internal tasks managing external contractors or handling

enterprise level timelines **Florida Administrative Register** ,2010-11 **Cybersecurity for Information Professionals** Hsia-Ching Chang,Suliman Hawamdeh,2020-06-28 Information professionals have been paying more attention and putting a greater focus on privacy over cybersecurity However the number of both cybersecurity and privacy breach incidents are soaring which indicates that cybersecurity risks are high and growing Utilizing cybersecurity awareness training in organizations has been an effective tool to promote a cybersecurity conscious culture making individuals more cybersecurity conscious as well However it is unknown if employees security behavior at work can be extended to their security behavior at home and personal life On the one hand information professionals need to inherit their role as data and information gatekeepers to safeguard data and information assets On the other hand information professionals can aid in enabling effective information access and dissemination of cybersecurity knowledge to make users conscious about the cybersecurity and privacy risks that are often hidden in the cyber universe Cybersecurity for Information Professionals Concepts and Applications introduces fundamental concepts in cybersecurity and addresses some of the challenges faced by information professionals librarians archivists record managers students and professionals in related disciplines This book is written especially for educators preparing courses in information security cybersecurity and the integration of privacy and cybersecurity The chapters contained in this book present multiple and diverse perspectives from professionals in the field of cybersecurity They cover such topics as Information governance and cybersecurity User privacy and security online and the role of information professionals Cybersecurity and social media Healthcare regulations threats and their impact on cybersecurity A socio technical perspective on mobile cybersecurity Cybersecurity in the software development life cycle Data security and privacy Above all the book addresses the ongoing challenges of cybersecurity In particular it explains how information professionals can contribute to long term workforce development by designing and leading cybersecurity awareness campaigns or cybersecurity hygiene programs to change people s security behavior **LSC (EDMC ONLINE HIGHER EDUCATION) : VSXML Ebook Essentials of Nursing Informatics, 5th Edition** Virginia Saba,Kathleen A. McCormick,2011-06-10 The classic text on how nurses can use technology to improve patient care and every aspect of their job performance education and career Written by leaders in nursing informatics this comprehensive up to date text explores the ever growing role technology plays in the field of nursing Offering theoretical background to help you understand how informatics serves many aspects of the profession Essential of Nursing Informatics also gives you practical help in unlocking computing s benefits both now and into the future Numerous case studies and examples add real world relevance to the material An internationally recognized contributor team provides information and insights not found in any other text on essential topics such as the application of computers to nursing administration education and research electronic medical records EMRs and personal health records PHRs coding and government clinical and private sector system requirements Completely revised and updated with the latest information on specialized softwares and contributions the fifth edition of

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