

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 not to save, or creating a new or opening an existing project? See our Office 2016 Essentials guide.

Setting the Project Start Date

Most plans should be scheduled from a fixed start date to a fixed end date. To set the start date:

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the START DATE button in the PROJECT INFORMATION task pane.
3. Enter the START DATE, or, if necessary, time (00:00) to select a date.
4. Make the necessary changes, such as changing the CURRENT DATE or START DATE (00:00).

The Start Date is used for various reports, such as Project and Earned Value reports. You may also change it in the PROJECT tool in the Status group of the ribbon.

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 in the PROJECT field.
6. Enter your Gantt chart and resource names.
7. Enter a category, including project definition, schedule and goal or resource, in the CATEGORY field. This is often to start a new line (00:00).
8. Click OK.

Switching to a Different View

Choose VIEW, then choose the VIEW you want to see:

- Task on a task table with associated resources, choose Gantt Chart.
- Task dependencies or precedences, choose PERT.
- A network of tasks showing with tasks as horizontal bars, choose Network.
- Which task is on each task, choose Task Usage.
- All a resource's working time, choose Resource Usage.
- A Gantt chart of a resource's workload, choose Resource Allocation.
- A Gantt chart of a resource's workload, choose Resource Usage.
- To track a resource's regular Gantt chart as well as showing jobs or baseline against actual results, choose Gantt Chart or Resource Usage.

Switching to an Unlimited View

1. Choose VIEW, then Task Usage.
2. Click the view you want to see, and choose VIEW INFO.
3. Select the view and click OK.

Entering Task Information in a Sheet

Enter tasks in spreadsheet view:

1. Choose VIEW, then Gantt Chart.
2. Move to a task in the task table.
3. Type a task description in the task table.
4. Press Enter or click the arrow to the right of the task to edit the task.

Entering Task Information in a Sheet

Enter tasks in spreadsheet view:

1. Choose VIEW, then Gantt Chart.
2. Move to a task in the task table.
3. Type a task description in the task table.
4. Press Enter or click the arrow to the right of the task to edit the task.

Inserting a Task

1. Select a new task in the task table.
2. Choose INSERT, then TASK.

Entering or Changing a Task Duration

Enter a task duration in the task table:

1. Select the task in the task table.
2. Enter a value in the task table.

Copying Data to Adjacent Cells

Copy data from one cell to another:

1. Select the cell or cells to copy.
2. Press Ctrl+C or click Copy.
3. Select the cell or cells to paste.
4. Press Ctrl+V or click Paste.

Using Automatic Scheduling

Use automatic scheduling to calculate task dates:

1. Choose PROJECT, then PROJECT INFORMATION.
2. Press the AUTOMATIC SCHEDULING button.

Sequencing Tasks Quickly

Sequence tasks quickly:

1. Select the task to sequence.
2. Choose TASK, then SEQUENCE.

Unlinking Tasks

Unlink tasks:

1. Select the task to unlink.
2. Choose TASK, then UNLINK.

Changing Gantt Chart Appearance

Change the appearance of the Gantt chart:

1. Choose Gantt Chart, then TASKS, then TASKS.
2. Choose a task style.

Viewing the Task Path

View the task path:

1. Choose Gantt Chart, then TASKS, then TASKS.
2. Choose a task style.

Shortcuts

| To do this... | Press this... |
|--------------------------------|---------------|
| Print the Gantt Chart | Ctrl+P |
| Print the PERT Chart | Ctrl+P |
| Print the Resource Usage Chart | Ctrl+P |
| Print the Task Usage Chart | Ctrl+P |



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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