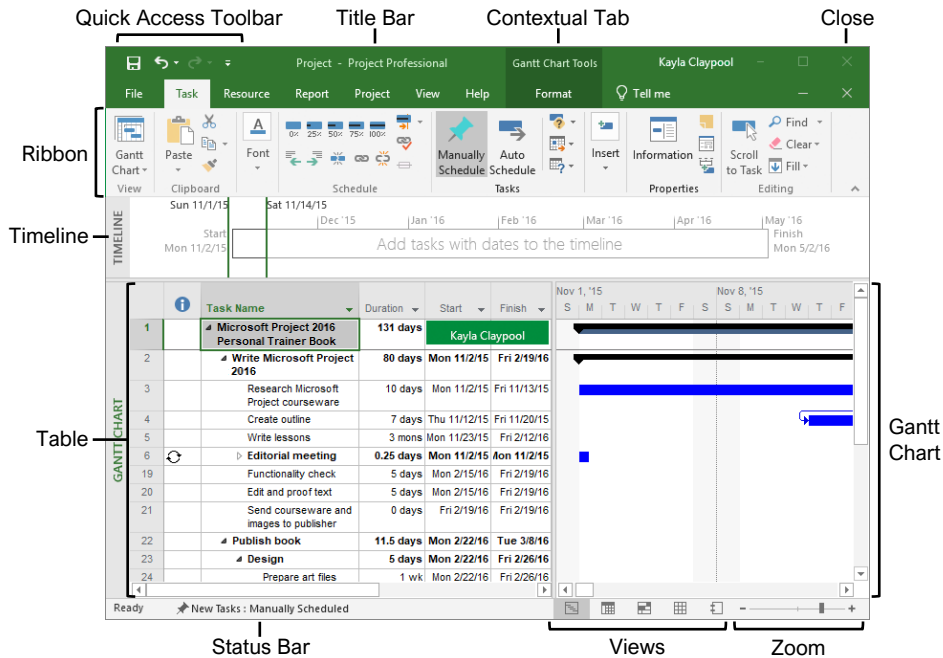




Microsoft® Project 2016 Quick Reference Guide

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 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

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.

Tasks	Resources	Manage Projects												
<p>Scheduling Tasks: Tasks in Project can be manually or auto scheduled.</p> <ul style="list-style-type: none">• 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. <p>Set the Task Scheduling Mode: Click the New Tasks button in the status bar and select a scheduling method.</p> <p>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.</p> <p>Delete a Task: Click the Task ID for the task you want to delete and press the Delete key on the keyboard.</p> <p>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.</p> <p>Link Tasks: Select the task(s) you want to link and click the Link button on the Task tab.</p> <p>Create a Summary Task: Select the tasks that will be part of the summary task, click the Task tab on the ribbon, and click the Insert Summary Task button. Type a name for the summary task and press Enter.</p> <p>Edit Task Information: Select the task you want to edit and click the Information button on the Task tab. Make the necessary updates and click OK.</p> <p>Add Lag or Lead Time: Select the task you want to add lag or lead time to and click the Information button on the Task tab. Click the Predecessors tab, click in the Lag field, and type a negative number or percentage to add lead time and a positive number or percentage to add lag time. Click OK.</p> <p>Add a Constraint: Double-click the task you want to add a constraint to and click the Advanced tab in the Task Information dialog box. Select a constraint type and date, then click OK.</p> <p>Split Tasks: Select the task you want to split and click the Split Task button on the Task tab. Place the splitting cursor on the date you want the split to begin in the Gantt chart, then click and drag to the date you want the task to resume.</p>	<p>There are 3 types of resources in Project:</p> <table><tr><td>Work Resource</td><td>Resources that you assign by time, like a person who works full time. Their cost is based on time worked.</td></tr><tr><td>Material Resource</td><td>Physical items used in completing the project, like a computer. Their cost is not based on time.</td></tr><tr><td>Cost Resource</td><td>Resources that aren't based on time or quantity, such as travel expenses or fees.</td></tr></table> <p>View the Resource Sheet: Click the View tab on the ribbon and click the Resource Sheet button.</p> <p>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.</p> <p>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.</p> <p>Add Cost 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 Cost. Add any known resource information.</p> <p>Assign Resources to Tasks: Open the Task Information dialog box for the task you want to assign a resource to. Click the Resources tab and then click the list arrow in the first blank Resource Name field. Select the resource you want to assign to the task. Add any known resource information and click OK.</p> <p>Delay a Resource Start Date: In Task Usage view, select the resource you want to delay. Click the Format tab and click the Information button. Then, click the Start list arrow, select a delayed start date for the resource, and click OK.</p>	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.	<p>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.</p> <p>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.</p> <p>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.</p> <p>View Project Statistics: Click the Project tab, click the Project Information button, and click Statistics.</p> <p>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.</p>						
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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.													
Reports														
<p>Create a Report: Project reports provide a graphical snapshot of project information. There are 4 main report types, which you'll find on the Report tab.</p> <table><tr><td></td><td>Dashboard Report</td><td>Make better decisions by viewing eye-catching, dynamic reports based on your project's data.</td></tr><tr><td></td><td>Resource Report</td><td>Better manage your team's work by analyzing reports around the project's resource data.</td></tr><tr><td></td><td>Cost Report</td><td>Keep control of your project's costs by analyzing reports around cost data.</td></tr><tr><td></td><td>In Progress Report</td><td>Analyze how your project is going up to this point.</td></tr></table> <p>Edit a Report: Select an item in the report to edit and make the necessary edits in the Field List pane or the Tools contextual tabs of the ribbon.</p> <p>Export a Report: Create and edit the report you wish to export, then click the File tab, and select Save As. Select a location to save the file and type a file name. Then, click the Save As list arrow, select the file format you want to save to, complete the Export Wizard with the necessary options, and click Finish.</p>				Dashboard Report	Make better decisions by viewing eye-catching, dynamic reports based on your project's data.		Resource Report	Better manage your team's work by analyzing reports around the project's resource data.		Cost Report	Keep control of your project's costs by analyzing reports around cost data.		In Progress Report	Analyze how your project is going up to this point.
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Manage Projects														
<p>Enter Fixed Costs: In Gantt Chart view, click the View tab, click the Tables button, and select Cost. Click in the Fixed Cost cell for the desired task, enter a fixed cost, and press Enter.</p> <p>Add General Resource Rates: Select the resource you want to modify in Resource Sheet view. Click the Resource tab, click the Information button, and click the Costs tab. Enter the standard rate, overtime rate, or per use cost on the A tab. Additional rates can be added on the B, C, etc. tab. Click OK.</p>														



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Instructional Design
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Mental Health
Personal Growth
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Well-Being
Work/Life Balance

Free for personal & professional use.

Spanish versions also available.



"Customizing the courses saved countless hours of work."



"So impressed with your features and ease of use!"

