



## 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 Week 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 + F
Zoom out	Ctrl + Shift + F

### 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/cancel 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

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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 activity 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 Task 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 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. For a person who works full time, their cost is based on time worked.
- Material Resource** Physical items used in completing the project. For 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 cell, 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 list, type a resource name, and press Enter. Click the Type list'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 Task button on the Task tab and select Update Task. Fill in any actual task values and click OK.

**Update Task Completion:** Select the task that you want to update. Click the task's completion percentage. 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 Variance 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 value 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

# Microsoft Project 2010 Cheat Sheet

**Anthony P. Ambler, John W. Sheppard**



## **Microsoft Project 2010 Cheat Sheet:**

**Microsoft Project 2010: The Missing Manual** Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

**Microsoft Project 2010 Inside Out** Teresa Stover, Bonnie Biafore, Andreea Marinescu, 2011-05-15 Conquer Microsoft Project 2010 from the inside out You re beyond the basics so dive right in and really put your project management skills to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Project 2010 and challenge yourself to new levels of mastery Take charge of the project triangle time money and scope to balance your plan Enable collaboration among team members sponsors and other project stakeholders Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel R 2010 and Visio R 2010 Manage project activities in an enterprise project management environment Apply your experience to future projects by creating your own custom templates

**Microsoft Project 2010 In Depth** QuantumPM, LLC, Scott Daley, 2011-01-31 This is the world s most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and costs and analyze project performance Customize Project 2010 s reports views tables filters groups fields toolbars menus and forms Work with multiple projects at once and resolve complex resource allocation problems Analyze and present Project data in other applications including Excel and Visio Identify and solve problems with your project and with Project 2010 itself All In Depth books offer

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students deliver their best work **Mastering VBA for Office 2010** Richard Mansfield,2010-08-24 A comprehensive guide  
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automating Office applications and creating custom applications in Word Excel PowerPoint Outlook and Access This complete  
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based files ActiveX the developer tab content controls add ins embedded macros and security Mastering VBA for Office 2010  
prepares developers to customize all Microsoft Office 2010 applications for the unique needs of their employers

**Microsoft Project 2010 Quick Reference Guide** Beezix, Inc Staff,2011-04-15 Laminated quick reference guide  
showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level 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  
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Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks  
Splitting Tasks Adding Resources on the Fly Noting a Resource's Vacation or Special Hours or Rate Getting a Task Done  
Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven  
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Swenson,2012-01-31 With Practical SharePoint 2010 Branding and Customization SharePoint branding expert Erik Swenson

cuts through the fluff and discusses accessible easy to understand consulting and processes to create aesthetically pleasing highly usable branded and customized SharePoint websites both internally and externally Designed to be a quick reference how to guide that lets you dive straight into the task at hand you ll find this book s attention to detail and pragmatism make it an attractive companion during your branding experience SharePoint 2010 deployments are more common than ever as is the desire to make the environment branded and attractive to both internal and external clients However since SharePoint is more than just a collection of web pages customizing the look and feel and completing the process of branding the platform itself is complex and requires a knowledge of web development web design techniques and a familiarity with SharePoint administration a curious niche to be sure And sometimes you just need to make quick fixes while at other times building an entirely customized and branded environment is a multi step process with lots of stakeholder buy in and development time required Whether you re interested in applying just a touch of style to a team site or you re branding a public facing Fortune 500 website based on SharePoint Practical SharePoint 2010 Branding and Customization is the only book you ll need to quickly easily and efficiently brand and customize your environment Bonus Includes the SharePoint 2010 Branding Starter Kit This kit has everything you need to jumpstart successful and compelling designs The kit includes a layered Adobe Photoshop file of a SharePoint 2010 site two pre built visual design examples and a Visual Studio solution you can use to deploy either of the designs included This starter kit is specifically prepared to save you substantial time kicking off your SharePoint branding project and to minimize potential roadblocks These branding tools would cost you as much as 500 if purchased separately but they re included with the purchase of this book at no additional charge Get started today

**Project Management** Greg Horine,2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes *Uncovering Essential Software Artifacts through Business Process Archeology* Perez-Castillo, Ricardo,Piattini, Mario G.,2013-10-31 Corporations accumulate a lot of valuable data and knowledge over time but storing and maintaining this data can be a logistic and financial headache for business leaders and IT specialists *Uncovering Essential Software Artifacts through Business Process Archaeology* introduces an emerging method of software modernization used to effectively manage legacy systems and company operations supported by such systems This book presents methods techniques and new trends on business process archeology as well as some industrial success stories Business experts professionals and researchers working in the field of information and knowledge management will use this reference source to efficiently and effectively implement and utilize business knowledge **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

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

*AppSensor Guide* OWASP Foundation,2014 The AppSensor Project defines a conceptual technology agnostic framework and methodology that offers guidance to implement intrusion detection and automated response into software applications This OWASP guide describes the concept how to make it happen and includes illustrative case studies demonstration

implementations and full reference materials      **Project Management Tools and Techniques** Deborah Sater Carstens, Gary L. Richardson, Ronald B. Smith, 2013-04-08 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them giving students the strong foundation they need to develop the skills and experience needed for a successful career in project management The first five sections discuss a typical project life cycle and beginning with an introduction to project management in terms of the role it plays in the organization and how a business case drives the process From this starting point the various planning and control oriented techniques described evolve this process through the life cycle from scope development to completion The final section closes the discussion with a group of more contemporary topics labeled advanced These are essential tools that need to be in wide use but are still evolving in practice Most of the chapters supply sample questions and exercises to help with a review of the material Each of the authors has extensive real world experience in her or his respective professional areas with a combined experience of about 100 years They have selected topics based on their valuation of the tool and its project management value They present the material in such a way that the concepts can be applied to any project Once this material is mastered students will have a good overview regarding the basic planning and control actions required by a project manager Also this book will make a great reference guide that can be used by project managers and team members for years to come      **Programming Excel with VBA** Flavio Morgado, 2016-11-09 Learn to harness the power of Visual Basic for Applications VBA in Microsoft Excel to develop interesting useful and interactive Excel applications This book will show you how to manipulate Excel with code allowing you to unlock extra features accuracy and efficiency in working with your data Programming Excel 2016 with VBA is a complete guide to Excel application development using step by step guidance example applications and screenshots in Excel 2016 In this book you will learn How to interact with key Excel objects such as the application object workbook object and range object Methods for working with ranges in detail using code Usage of Excel as a database repository How to exchange data between Excel applications How to use the Windows API to expand the capabilities of Excel A step by step method for producing your own custom Excel ribbon Who This Book Is For Developers and intermediate to advanced Excel users who want to dive deeper into the capabilities of Excel 2016 using code      *Hot Mix Asphalt Reference Manual 2009-2010*, 2009

*Youth Technical Sessions Proceedings* Vladimir Litvinenko, 2019-05-24 Over a decade ago the World Petroleum Council launched an initiative to hold an international professional youth forum The first forum took place in October 2004 in China and had as its motto Young people and innovations are the future of the oil industry It was the first major event in the history of the WPC in which young professionals and academics had the leading role and had the opportunity to exchange their ideas in insights on the oil and gas industry with industry leaders and main representatives of the oil and gas industry Since then

issues of professional development and the disclosure of the creative potential of young industry professionals have been on the agenda of the World Petroleum Council as one of the key areas for the development of international cooperation focused on a strategic perspective The Future Leaders Forum of the World Petroleum Council VI is the largest international platform for professional communication of young specialists in the oil and gas industry The contributions in this book are much of interest to professionals and scientists interested or involved in the oil and gas industry or related areas

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Ruhel Chisty MRACI CChem A, *Osteoporosis* Robert Marcus,David W. Dempster,Jane A. Cauley,David

Feldman,2013-06-13 Now in its fourth edition *Osteoporosis* is a classic reference on this disease comprising a tremendous wealth of knowledge in a single source not found elsewhere Written by renowned experts in the field this two volume work is a must have for academic and medical libraries physicians researchers and any company involved in osteoporosis research and development This newest edition covers everything from basic anatomy and physiology to diagnosis management and treatment in which direct care costs for osteoporotic fractures in the United States reach up to 18 billion each year

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