



# Microsoft® Project 2016 Quick Reference Card

## 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
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.

<b>Gantt Chart</b>	Displays the task sheet on the left and graphical bars on the right.
<b>Task Usage</b>	Displays all tasks and the resources assigned to them.
<b>Calendar</b>	Displays the project tasks in a calendar view.
<b>Team Planner</b>	Displays resources' work over time.
<b>Resource Sheet</b>	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.

# Ms Project 20quick Reference Guide

**Quick Source Staff**



## **Ms Project 20quick Reference Guide:**

**Practical Intranet Development** John Colby,Gareth Downes-Powell,Jeffrey Haas,Darren J. Harkness,Frank Pappas,Mike Parsons,Francis Storr,Inigo Surguy,Ruud Voigt,2013-11-11 An intranet can be a powerful tool A well designed intranet becomes the key resource and communications platform for your organization used by members of staff as their first destination for information In contrast a poorly designed intranet will sit unused accumulating useless information and eating up IT budgets So how do you avoid this situation and make sure you design the most useful and usable intranet This book takes you through the steps you need to take to make an invaluable intranet from identifying your users needs and building an indispensable tool to marketing the results It guides you through the problems that may occur passing on invaluable advice from people who have been through the process before We start by setting the scene giving an overview of what intranets are and how to justify it to your organization We then give you a rundown of the main areas you ll need to think about when developing an intranet covering browsers development techniques usability content management security and internal marketing Finally we ll take a look at what to do when the Intranet moves beyond its original function looking at remote access extranets and what to do when the Intranet gets too big □□□□□□ ,1981      **Language Reference**

**Microsoft FoxPro** ,1989      **The Only Relationship Workbook You Ever Need** Rita Hayes, How to create lasting fulfilling relationships that nourish your soul without repeating old patterns even if you ve been hurt or betrayed in the past Do you want to transform your relationships and heal from past hurts Relationship expert Rita Hayes will help you gain the tools and insights you need to break free from unhealthy patterns reclaim your power and create a life filled with love joy and self purpose In this comprehensive collection you ll discover Book 1 Gaslighting Recovery Workbook Recognize the subtle signs of gaslighting How to break free from toxic relationships Develop strategies to rebuild your self esteem trust your instincts and reclaim your personal power Book 2 Anxiety in Relationship The root causes of anxiety in relationships and identify your own insecurities and triggers Effective techniques to manage jealousy codependency and anxious attachment Build trust resolve conflicts and cultivate a healthier more fulfilling relationship with your partner Book 3 Narcissistic Abuse Recovery Recognize the signs of narcissistic abuse and break free from the cycle of manipulation and control Develop the mental and emotional strength to resist your abuser s tactics and reclaim your sense of self Heal from the trauma of narcissistic abuse and create a life filled with joy purpose and healthy relationships Book 4 Codependency Workbook Codependent behaviors and understanding its root cause How to set boundaries communicate effectively and prioritize your own needs Break free from the patterns of people pleasing and embrace a life of authenticity and self love Book 5 How to Love Yourself Embark on a 7 step journey to boost your self esteem silence your inner critic and cultivate self compassion How to deal with difficult emotions and make choices that align with your values and well being Break free from toxic relationships and surround yourself with people who uplift and support you Book 6 Hygge How to harness the Danish secret

to happiness so you can create a life filled with warmth comfort and simple pleasures The Ten Principles of Hygge and how to use them to your advantage Cultivate a sense of coziness connection and contentment in your everyday life Book 7 Questions for Couples Before Marriage Engage in meaningful conversations that go beyond surface level topics Build a strong foundation for your marriage How to explore each other s dreams fears and aspirations as a couple without being misunderstood or misinterpreted Book 8 Conversation Starters for Couples Spark deeper conversations and reignite the flame of romance with fun creative and insightful prompts How to strengthen your emotional connection Navigate sensitive topics with ease and build a relationship based on open communication and mutual understanding Book 9 Relationship Questions for Couples Thought provoking questions that deepen your love connection How you can rekindle the passion and intimacy in your relationship How to create a love that lasts a lifetime even with differences and adversities And much more Even if you ve experienced heartbreak betrayal or toxic relationships in the past this workbook offers a path toward healing growth and the creation of healthy fulfilling connections Ready to reclaim your life embrace self love and create lasting fulfilling relationships Grab your copy of The Only Relationship Workbook You Ever Need today *Discover Visual Basic 5* James D. Foxall,1997 Discover Visual Basic 5 covers all the topics necessary for the novice to begin writing Visual Basic programs The book is a simple fast and fun guide teaching the fundamentals of both the Visual Basic language and the VB development environment The CD ROM includes all samples from the text and the complete project for the Personal Information Manager as well as numerous ActiveX control demos Cover Title **Dictionary Catalog of the Research Libraries of the New York Public Library, 1911-1971** New York Public Library. Research Libraries,1979 **Microsoft Project 2000 Quick Source Reference Guide** Quick Source (Firm),Quick Source Staff,2000-09-01 **Bibliography of Agriculture with Subject Index** ,1997 **Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips and Shortcut** Beezix Software Services,2016-03-07 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level 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 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 Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Examining the Critical Path Showing Slack Hiding Negligible Amounts of Slack Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Creating Recurring Tasks Splitting Tasks Using the Timeline Pane Showing or Hiding the Timeline Pane Adding a Task to a Timeline Bar Adding Another Timeline Bar Changing Length of a Timeline Bar Changing Color of a Task in the Timeline Moving Milestone Text Sharing a Timeline Adding Resources on the Fly Noting a Resource s Vacation or Special Hours Noting a

Resource s Variant Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime for a Task Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress     **Popular Gardening and Living Outdoors** ,1958     [German books in print](#) ,1993     **Microsoft Project 2000 For Dummies Quick Reference** Nancy Stevenson,2000-05-05 This easy to read reference helps you harness the power of the project management capabilities of Microsoft Project 2000 No fluff instructions and tips show you to create a plan build tasks and outline stages in your plan Discover to use the vast menu of features in Microsoft Project 2000 scheduling reporting resource allocation workflow management and project tracking You can even plan your deadlines depending on constraining events or costs With this handy guide at your side you can come in under budget and in plenty of time     **Microsoft Project 2013 Quick Reference Guide** Eric Verzuh,2015-01-31     *Microsoft Project Quick Reference Guide* ,1987     **Microsoft Project For Dummies** Cynthia Snyder Dionisio,2022-01-05 Blow past the jargon and get hands on practical guidance on managing any project with Microsoft Project Lean Agile Hybrid It seems that project management these days comes with more confusing buzzwords than ever But you can make managing your next project simple and straightforward with help from Microsoft Project For Dummies This book unpacks Microsoft s bestselling project management platform and walks you through every important feature step by step until you re ready to take on virtually any project no matter the size From getting set up for the first time to creating tasks managing resources and working with time management features you ll learn everything you need to know about managing a project in Microsoft s iconic software You ll also find Totally updated guidance that applies to both the desktop version and Microsoft s new subscription based Microsoft Project Online Helpful information on integrating Agile practices and techniques into your project Golden rules that keep a project on track and on time Ways to effectively manage your resources with Microsoft Project s built in functionality Managing a project big or small is no easy task Luckily Microsoft Project For Dummies can take a lot of the hassle out of your day to day life Learn how to take advantage of this powerful software today     *Mastering Microsoft Project* R Parvin,2025-01-10 Unlock the full potential of Microsoft Project and enhance your project management skills with Mastering Microsoft Project From Setup to Success This comprehensive guide is designed for project managers team leaders and anyone looking to streamline their project workflows using Microsoft Project Whether you are a novice eager to learn the basics or an experienced user aiming to deepen your expertise this book provides detailed insights and step by step instructions to maximize your proficiency What You ll Learn Introduction to Microsoft Project Gain a solid foundation in project management principles and understand the various versions and features of Microsoft Project Initial Setup and Navigation Master the essentials of setting up and configuring your software along with expert tips on navigating the interface Building Your Project Plan Dive into the specifics

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**Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition** Paul E. Harris, 2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw

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web jan 14 2020 1 2k views 3 years ago roughness ra vs rz roughness since there is no mathematical relationship between rmax and ra and rz and ra an often necessary assignment of ra to rz and

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web feb 3 2009 i always receive the surface roughness measurement in rmax but our company use ra method are there any conversion factor to convert rmax to ra or vice versa i find all the handbooks in our library but no answer

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web apr 25 2017 while ra smooths all measurements into one average and rz averages only the greatest deviations there isn't just one simple way to derive ra from rz rather general estimates are applied often assuming that the ra value will be 1/4 to 1/9 of the rz value

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web roughness conversion chart 1 0 roughness is measured in a trasversal direction to the main grooves the mean arithmetical value ra in  $\mu\text{m}$  is assumed for roughness measurements rt maximum value of roughness from the lowest to the highest point rz average roughness in 10 points

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web pt rmax at jis 82 sum of height of the largest profile peak height rp and the largest profile valley rv within an evaluation length rt pt wt max rpi max rvi rzjis ten point height of roughness profile rz at jis 94 sum of mean value of largest peak to the fifth largest peak and mean value of largest valley to

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web usage note a direct allocation of an rz value to a roughness grade is not possible due to the conversion interval in this rz ra calculator the input rz value is first converted to the average value of the ra interval and the n class is determined based on this value

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web rmax vertical distance from highest peak to lowest valley rmax is particularly sensitive to anomalies such as scratches and burrs that may not be obvious from measures such as ra that rely on averages rz preferred by many europeans rz is often preferred to ra in europe and particularly germany

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web r z m i n 3 8 r a 0 95 r z m a x 14 5 r a 0 75 converting between ra and rz is not a good engineering practice it is always recommended to measure according to the method in which surface roughness is indicated on the drawing as you can see in the below graphs the inaccuracy grows in higher r a r z values

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web oct 22 2021 a rz din ra 7 2 rz iso ra 7 6 ra rz din 7 2 ra rz iso 7 6 san last name deleted for privacy by editor shanghai china publicly reply to san s post q convert rz value to ra

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web mean roughness the mean roughness roughness average ra is the arithmetic average of the absolute values of the roughness profile ordinates ra is one of the most effective surface roughness measures commonly adopted in general engineering practice

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web nov 11 2021 surface finish conversion chart in this section there s a table for the surface finish conversion chart this table compares the different surface roughness scales for manufacturing processes meanwhile let s go through some of the

abbreviations you ll find there ra roughness average rms root mean square cla center line

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web ra roughness average in micrometers or microinches rms root mean square in microinches cla center line average in microinches rt roughness total in microns n new iso grade scale numbers cut off length length required for sample

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web conversions math cla micro inches multiply ra  $\mu\text{m}$  x 40 r t r a x 8 7 r z r a x 7 2 r z iso r a x 7 6 r max r a x 8 0 r p r a x 3 6 rpm r a x 2 9 rms r a x 1 1 example ra to rt 1 0 micrometer ra x 8 7 rt factor 8 7 micrometer rt 40 microinch ra x 8 7 rt factor 348 microinch rt

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web may 1 2016 it is important to note that using conversion factors to calculate between ra and rz is not a good idea it is best to establish what figure for surface roughness the designer customer has specified and measure this

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