



Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

[Download now](#)

[Click here](#) if your download doesn't start automatically

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

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).

 [Download Microsoft Project 2016 Quick Reference Guide Creat ...pdf](#)

 [Read Online Microsoft Project 2016 Quick Reference Guide Cre ...pdf](#)

Download and Read Free Online Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

From reader reviews:

Sandra Hughes:

The publication with title Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) possesses a lot of information that you can find out it. You can get a lot of advantage after read this book. This book exist new understanding the information that exist in this publication represented the condition of the world now. That is important to yo7u to find out how the improvement of the world. This book will bring you within new era of the the positive effect. You can read the e-book on your own smart phone, so you can read this anywhere you want.

Michael Mitchell:

Reading can called head hangout, why? Because if you find yourself reading a book specifically book entitled Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) the mind will drift away trough every dimension, wandering in each aspect that maybe unidentified for but surely can be your mind friends. Imaging each word written in a e-book then become one type conclusion and explanation in which maybe you never get prior to. The Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) giving you yet another experience more than blown away your thoughts but also giving you useful information for your better life in this era. So now let us teach you the relaxing pattern this is your body and mind will likely be pleased when you are finished reading it, like winning a sport. Do you want to try this extraordinary wasting spare time activity?

Alexandra Robbins:

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can be one of your basic books that are good idea. Many of us recommend that straight away because this e-book has good vocabulary that may increase your knowledge in vocabulary, easy to understand, bit entertaining but nonetheless delivering the information. The article author giving his/her effort to set every word into satisfaction arrangement in writing Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) although doesn't forget the main stage, giving the reader the hottest as well as based confirm resource info that maybe you can be considered one of it. This great information can certainly drawn you into fresh stage of crucial pondering.

Theresa Nash:

This Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) is completely new way for you who has intense

curiosity to look for some information because it relief your hunger of information. Getting deeper you in it getting knowledge more you know otherwise you who still having little digest in reading this Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) can be the light food in your case because the information inside that book is easy to get by simply anyone. These books create itself in the form which is reachable by anyone, that's why I mean in the e-book application form. People who think that in reserve form make them feel tired even dizzy this e-book is the answer. So there is absolutely no in reading a reserve especially this one. You can find actually looking for. It should be here for anyone. So , don't miss the item! Just read this e-book sort for your better life in addition to knowledge.

Download and Read Online Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc #BRENCDFG71

Read Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc for online ebook

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc books to read online.

Online Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc ebook PDF download

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Doc

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Mobipocket

Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc EPub