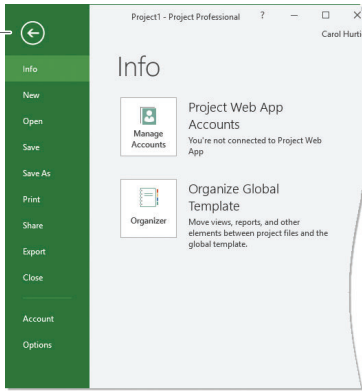


Microsoft® Project 2016 Quick Reference



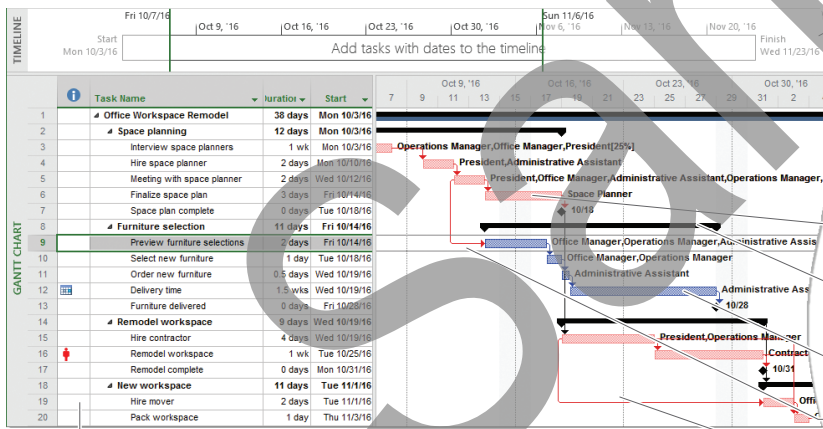
Exploring the Microsoft Project 2016 Interface

Backstage view – Provides access to pages where you can create, open, save, print, share, and close Project files. You can also export and share Project data, manage accounts and manage templates (shown below), change Project options, and sign in to Office. Click the **File** tab to open the Backstage view. Click this button to return to the Project file.



Dialog Box Launcher – Opens a dialog box or task pane for added functionality associated with that Ribbon group. Click a **Dialog Box Launcher** button as required (where available).

Gantt Chart view



Sheet pane – Displays project information in a table, such as the task list shown here. It may also be used to enter and display large amounts of information.

Quick Access Toolbar – Provides quick access to button commands you use often. Click the **F** button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.

Tell Me – Allows you to apply commands and obtain help. Type what you want to accomplish, and then select the desired item from the suggested list of related commands and help topics.

Sign in link – Appears as “Sign in” by default. After you have signed in, it displays your user name, with a link to your Account settings. Signing in provides access to online storage such as OneDrive (Microsoft account), or OneDrive for Business and SharePoint Online (Office 365 account).

Ribbon – Contains the commands used to perform tasks. It is organized into tabs, groups, and buttons (representing Project commands). To select a Ribbon command using the mouse, click on the desired item. To select a Ribbon command using the keyboard, press the **ALT** key followed by the letter or number key(s) associated with the desired tab and/or command.

Contextual tabs – Appears in addition to the standard tabs when certain page elements or views are selected. For example, the Gantt Chart Tools contextual tab appears when **Gantt Chart** view is selected, as shown in the illustration to the left.

Status bar – Displays status and mode indicators, such as scheduling mode. It also contains buttons for changing views and zoom level. Right-click the Status bar to select and deselect the items to be displayed.

Timeline – Provides a high-level overview of the project. Use the timeline to view and/or produce a concise project summary for executive-style reporting. To cause a selected task to appear on the timeline, click the **Add Task to Timeline** button in the **Task > Properties** group.

Timescale – Enhances views, such as the Gantt Chart and Usage views, by appearing above the chart or time-phased portion of the view. You can show up to three tiers of the timescale in each view.

Critical Task – Indicates that a Gantt bar is a critical task by coloring it red. If critical tasks are not completed as scheduled, a project will not finish on schedule.

Summary Task – Groups and summarizes the subtasks that appear indented below it in the task list.

Gantt bar – Indicates the duration of a task by the length of the bar.

Link line – Connects two tasks to indicate a task dependency.

Chart pane – Displays task durations and work flow graphically.

Featured Objectives

PAGE 1

Exploring the Microsoft Project 2016 Interface

- Learn about the Microsoft Project 2016 user interface, including basic screen components.

PAGE 2

Getting Started and Entering Tasks

- Learn how to begin working with Project 2016, including how to enter and delete tasks.

PAGE 3

Creating an Outline and Connecting Tasks

- Learn how to link and unlink tasks, specify task dependencies, and enter lead or lag time.

PAGE 4

Creating and Assigning Project Resources

- Learn how to add a resource and resource information; assign, replace, and remove resources from tasks.

PAGE 5

Working with Project Calendars

- Learn how to adjust calendar options, create new calendars, modify resource calendars, and apply calendars to a task.

PAGE 6

Entering Project Costs and Printing Project Information

- Learn how to enter resource costs, fixed costs, and rate changes, apply rate change tables, and set page options and print reports.

Changing Task Scheduling Methods

- Learn how to change the scheduling mode, modify task type settings, set constraints, and display critical tasks.

PAGE 7

Resolving Resource Conflicts

- Learn how to apply preset contours, resolve resource over-allocations, and level resources for the entire project.

PAGE 8

Managing Project Baselines

- Learn how to set and clear project baselines.

Updating Project Progress

- Learn how to update tasks and view project statistics.