Before Starting Your First Project

Create a profile to connect to Project Server or Project Online

you

- 1. Open Microsoft Project 2016.
- 2. When the application has opened, press the **Esc** key on your keyboard.

- 3. Click on the File tab in the upper left corner.
- 4. On the Info tab click the **Manage Accounts** button.



 In the Project Web App Accounts dialog, click the Add button. Give the account / connection a name, and specify the URL for your Project Server / PWA / Project Online instance. Also check the Set as default account option and click OK.

Account Properties		×
Account <u>N</u> ame:		
Local Vanilla Admin		
Project Server URL:		
http://ew-svr04:100		
Set as <u>d</u> efault account		
	OK	Cancel

6. Select the **Choose an account** option and click **OK.**

Project Web App Accou	ints			×
Available accounts:				
Name	URL		Default	\sim
Computer				
Local Vanilla Admin	http://ew-	svr04:100	Yes	
<u>A</u> dd	<u>R</u> emove	<u>P</u> roperties	Set as <u>D</u> efa	v
Current account: Comp	uter			
To switch accounts, selec	t Choose an acco	unt below, and the	n restart Proje	rt.
When starting				
○ <u>U</u> se my default acco ⓒ <u>C</u> hoose an account				
<u>H</u> elp		ОК	Canc	el

7. Close Microsoft Project 2016.

Set application default options

- 1. Open Microsoft Project 2016. Click **OK** on the login dialog.
- 2. When the application has opened, press the **Esc** key on your keyboard.
- 3. Click on File tab in the upper left corner.
- 4. Click **Options** to open the Project Options dialog.



5. In the **General** tab uncheck "Show the Start screen when this application starts".

Project Options		?	×
General Display	Seneral options for working with Project.		
Schedule User In	erface options		
	Tip style: Show feature descriptions in ScreenTips		
Save Project	view		
Language Advanced Defaul Customize Ribbon			
	lize your copy of Microsoft Office		
Office	RW		
	options ww the Start screen when this application starts		
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6. Select the **Schedule** tab.

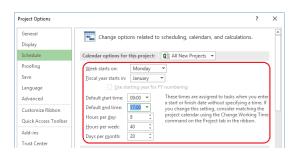


7. Select **All New Projects** from the Calendar options for this project dropdown.



8. Set the calendar options for your organization.

you



9. Select **All New Projects** from the Scheduling options for this project dropdown.

Project Options		?	\times
General	Schedule		*
Display	✓ Show scheduling messages ^③		
Schedule	Show assignment units as a: Percentage		
Proofing			
Save	Scheduling options for this project: 👔 All New Projects 🔻		
Language	New tasks created: Manually Scheduled 🔻		- Г

10. Select **Auto Scheduled** from the New tasks created dropdown.

Project Options		?	\times
General	Schedule		*
Display	Show scheduling messages 🛈		
Schedule	Show assignment units as a: Percentage		
Proofing			
Save	Scheduling options for this project: 🙀 All New Projects 🔻		
Language	New tasks created:		- E
Advanced	Auto scheduled tasks scheduled on: Project Start Date 🔻		
	Duration is entered in:		

11. Select the **Advanced** tab.

Project Options	
General	
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Schedule	Genera
Proofing	✓ <u>S</u> e
Save	pr
Language	Sh
Advanced	Project
Customize Ribbon	A
Quick Access Toolbar	
	Plannir

12. Select **All New Projects** from the Display options for this project dropdown.

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General	Disable	e hardware graphics	accelerat	ion			
Display			-		_		
Schedule	Display opt	ions for this project	: 🗈	All New Projects	-		
Proofing	Minutes:	min	-	Weeks:	wk	*	
Save	Hours:	hr	-	Months:	mon	*	
Language	Days:	day	Ŧ	Years:	yr	*	
Advanced	✓ <u>A</u> dd sp	ace before label					
	Show	project <u>s</u> ummary tas	k				
Customize Ribbon	✓ Underl	ine hyperlinks					

13. Check the **Show project summary** task option.

Project Options General Display		aucany auo ne hardware grap		s , mers, and group tion	s to the
Schedule	Disp <u>l</u> ay opt	ions for this p	roject: 🚺	All New Projects	•
Proofing	<u>M</u> inutes:	min		Weeks:	wk
Save	<u>H</u> ours:	hr	-	Months:	mon
Language	<u>D</u> ays:	day	-	<u>Y</u> ears:	yr
Advanced		ace before lab			
Customize Ribbon		oroject <u>s</u> umma ine h <u>y</u> perlinks	ry task		

- 14. Click OK.
- 15. Close Microsoft Project.

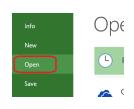
Starting Your First Project

Create a new project

- 1. Open Microsoft Project 2016.
- 2. Upon opening, Project will automatically set you up with a blank project.

Open a project from an existing file

- 1. Open Microsoft Project 2016.
- 2. Click on **File** in the upper left corner.
- 3. Click on Open.



 Select the appropriate folder and file and click Open.

Open a Project from a template

- 1. Open Microsoft Project 2016.
- 2. Select the **File** tab.
- 3. Select the **New** menu item and click on the template icon.



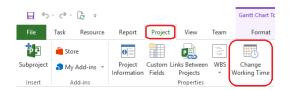
4. Select and download your template.

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©			Project1 - Project Professional	
	New			
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	Bank Project	New from existing project	New from Excel workbook	New from SharePolert Tasks List
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	en seconder -			
	Agile project management	Creater a busilipit	Commercial Construction	Earned value

Adjust the Calendar

 The default Microsoft Project calendar is called Standard. To view and change this calendar with Project, select the **Project** tab on the ribbon under Properties. Click on the **Change Working Time** button.



- 2. Once the Change Working Time dialog box opens, you will view the Standard Calendar.
- To set a holiday as a non-working day, click on the Holiday Date. Click in an Open Exception line at the bottom. Enter the holiday name. Click Enter. Recurring holidays may be entered by clicking Details while selecting the holiday entry.

To change daily working time, click on **Work Weeks** at the bottom. Click on **Details**. Select days of the week to be changed, Click the **third radio button** on the right and change the working times. Click **Enter**.

4. Click **OK** to close the box.

	Project		ndar)					•	Create (jew Calendar
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hours	12	18	14	15	16	17	18	Ð.	
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Set the Project Start Date and apply the Project Calendar

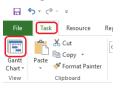
1. Click the **Project** tab, then click **Project Information.**

- 2. Enter the project Start Date.
- 3. Select the project Calendar and click OK.

Schedule from:	Project Start Date		Calendar:	Standard	
<u>F</u> inish date:	Mon 10/10/16 09:00	\sim	<u>S</u> tatus date:	NA	`
Start <u>d</u> ate:	Mon 10/10/16 09:00	Ý	C <u>u</u> rrent date:	Mon 10/10/16 09:00	

Create Tasks

 Ensure the Gantt Chart view is active by selecting the **Task** tab on the ribbon and clicking the **Gantt Chart** button.



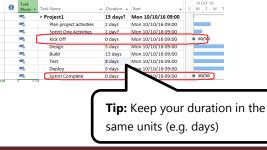
 Click in the Task Name cells of the first empty task row and enter the name for the task / summary task.

	ew		Clipboard	Font		al	Sche
TIMELINE	Mon	10/10/1	Start 6 09:00				
		0	Task Mode ▼	Task Name	-	Duration 👻	Start
	0		-	4 Project1	C) days	Mon 10/1
				Plan project activities			

Press the **Tab** key to move to the duration column, and enter the duration in days.
 E Mon 10/10/16 09:00



4. Create additional tasks and milestones as required for your project. Milestones are created by specifying zero days of duration.



Creating a WBS / Outline Structure

Make a task (or milestone) a child of the preceding task by selecting it and clicking on the **Indent Task** button on the **Task** ribbon tab. You can select multiple tasks if there is more than one subtask

you

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File	Task	Resou	urce	Report	Project	Viev	v Team	Fc
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10/16 TIMELINE	00:00	n 10/10/16 (Today Start 09:00					
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1			Pla	an projec	t activities	2	days	Mon 10/
2			⊿ Sp	rint One	Activities	1	5 days	Mon 10/
3				Kick Off		0	days	Mon 10/
4				Design		5	days	Mon 10/
5				Build		1	5 days	Mon 10/
6				Test		8	days	Mon 10/
7				Deploy		5	days	Mon 10/
8				Sprint Co	omolete	0	days	Mon 10/

Create Task Dependency Relationships

Creating relationships between tasks creates the timeline of the project. Select a **task**; hold the **Ctrl** key and select a second task, then click the **Link** button on the Task ribbon tab. The first task becomes a predecessor of, and drives the start date of, the second.

	-									
	5 -	⊘∓					Gantt Chart Tools			
File	Т	ask Reso	urce Report	Project	View	Team	Format	♀ Tell m	e what yo	u want to do
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0			4 Project1		15 d	avs N	Non 10/10/16 0	9:00 Mo		
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2		-		e Activities	15 d	ays N	Aon 10/10/16 09	:00 Moi		
3			Kick Of	ff	da da	ys V	Ved 12/10/16 09:	00 Wee	U	12 10
4			Design		5 da	ys N	Aon 10/10/16 09	:00 Moi		
5			Build		15 d	avs N	Aon 10/10/16 09	:00 Moi		

Multiple tasks and milestones can be linked by selecting multiple rows (hold down the Shift and / or Ctrl keys) when selecting task rows.



Best Practice Tip: Do not link summary tasks.

Inserting and Deleting Tasks

To insert a new task row into the middle of your project schedule, select a task and either:

- Press the Insert key on your keyboard, or;
- Right click the row and select Insert Task.

A blank row will be inserted above the selected task.

To delete a task from your project schedule, right click on the task and select **Delete Task**.

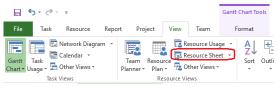
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	0	Task Mode ▼	Task Name	
0			Project1	B I 🖄 - A - ∞ 🔅 🔜 - 💽
1			Plan project activities	La dave Mon 10/10/16 09:
2			Sprint One Activities	Cut Cell 0/16 09:
3			Kick Off	E Copy Cell)/16 09:
4			Design	Paste)/16 09:0
5			Build	Paste Special)/16 09:0
6			Test	Scroll to Task ./16 09:
7			Deploy	l/16 09:
8			Sprint Complete	Insert Task L/16 09:
				Delete Task
				Inacti <u>v</u> ate Task
				★ Manually Schedule

Tip: Pressing the **Del** key will remove the contents of the selected cell; it does not delete the task.

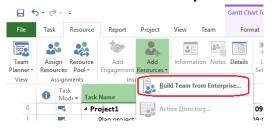
Working with Resources

Build a team using enterprise resources

 With Microsoft Project open, click on the View tab on the ribbon bar and select Resource Sheet under Resource Views.



 Click on the **Resource** tab on the ribbon, select **Add Resources** under Insert, and choose **Build Team from Enterprise**.



Microsoft Project 2016: Desk Reference Guide

 In the Build Team dialog, select one or more enterprise resources from the list on the left side. Use the Shift and / or Ctrl keys to select multiple.

you

4. Press the **Add** button to move the selected resources to the right side list.

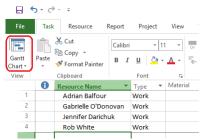
Build Team for P	roject1	×
Filter enterprise	resources	
Existing filters:	All Resources (No Filter) V	
Customize 1	filters (optional)	
Show resource		
O Use project	t start and finish dates 📀 From: Mon 10/10/16 09:00 👻 To: Mon 28/11/16 09:00 🔍	
Show r	esources with availability of or more than: Oh	
	e proposed bookings	Apply
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Jay Mancu Jennifer D Mike Roda Rob White	or or of the second sec	
Jay Mancu Jennifer D Mike Roda Rob White	oo	Cancel

5. Select additional resources if required and then click **OK**.

Build Team for P	roject1							×
Filter enterprise	resources							
Existing filters:	All Resources (No Filter)	~						
Customize 1	litters (optional)							
Show resource	e availability							
(i) Use projec	t start and finish dates 🔘 💡	Mon	10/10/16	09:00 🗸 🗸	Mon 28/11/16 09:00			
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Assign resources to tasks

1. Click the **Gantt Chart** button on the Task ribbon to return to the Gantt Chart view.



 Click in the Resource Names cell of a task you wish to assign and click the **dropdown arrow**. Select the resource / resources you wish to assign to the task.

Task Name 👻	Duration 🗸	Start 👻	Resource Names • T W T
⊿ Project1	35 days	Mon 10/10/16 09:00	
Plan project activities	2 days	Mon 10/10/16 09:00	\sim
Sprint One Activities	33 days	Wed 12/10/16 09:00	Adrian Balfour
Kick Off	0 days	Wed 12/10/16 09:00	
Design	5 days	Wed 12/10/16 09:00	
Build	15 days	Wed 19/10/16 09:00	
Test	8 days	Wed 09/11/16 09:00	
Deploy	5 dave	Mon 21/11/16 09:00	

Alternatively, you can type resource names directly into the Resource Names cell. If you need to enter more than one, separate the resources with commas.

Task Name 👻	Duration +	Start 🗸	Resource Names	-		1
	35 days	Mon 10/10/16 09:00		_	1	ī
Plan project activities	2 days	Mon 10/10/16 09:00	Adrian Balfour, Gabrielle O'Donovan	\sim		Г
Sprint One Activities	33 days	Wed 12/10/16 09:00		-	7	'
Kick Off	0 days	Wed 12/10/16 09:00				

View all Task and Resource assignments for a Project

1. To view resource assignments for tasks, click the **Task Usage** button on the View ribbon.

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Fi	le	Task	Reso	ource Repo	ort Project Vi	ew Tear	n	Format	♀ Tell m	e what you wa
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	1		-,	▲ Plan Pro	oject Activities	32 hrs	Work		16h	16h
				Adr	ian Balfour	16 hrs	Work		8h	8h
				Gat	orielle O'Donovan	16 hrs	Work		8h	8h
	2				One Activities	0 hrs	Work			
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2. To view task assignments for resources, click the **Resource Usage** button on the View ribbon.

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		Resource Name	- V	Vork 👻	Details	S	_	М	T	_	W
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		Kick Off		0 hrs	Work						
		Design		0 hrs	Work						
		Build		0 hrs	Work						
		Test		0 hrs	Work						
		Deploy		0 hrs	Work						
		Sprint Complete		0 hrs	Work						
1		Adrian Balfour		16 hrs	Work			8h	1	8h	
		Plan Project Activitie	25	16 hrs	Work			8h		8h	
2		4 Gabrielle O'Donovan		16 hrs	Work			8h		8h	
		Plan Project Activitie	es	16 hrs	Work			8h		8h	
3		Jennifer Darichuk		0 hrs	Work						
4		Rob White			Work						

Assign a Calendar to a Task

Note: When a task needs to be performed outside of the normal working hours of the Project Calendar, a Task Calendar may be assigned to alter the timeframe for an individual task.

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- To assign a Task Calendar, with Microsoft Project open, select the Gantt Chart view.
- 2. Select the **Task** you wish to assign to the calendar.
- 3. Double-click the task or click the **Information** button on the Task ribbon tab.



 Select the Advanced tab and change the Calendar in the Calendar dropdown menu.

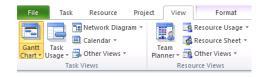
Task Information	_	×
General Predecesso	rs Resources Advance	d Notes Custom Fields
Name: Test		Duration: 8 days 🛓 🔤 Estimated
Constrain task		
Deadline:	NA	~
Constraint ty <u>p</u> e:	As Soon As Possible	Constraint daţe: NA
Task t <u>y</u> pe:	Fixed Units	✓ ☐ Effort driven
C <u>a</u> lendar:	None	Scheduling ignores resource calendars
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Earned value metho	od: % Complete	~
Mark task as mile	stone	
Help		OK Cancel

5. Click OK.

Working with Views

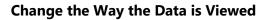
Select a View

- 1. With Microsoft Project open, select the **View** ribbon.
- 2. Under the Task View and Resource View sections, select the view you wish to use.



Tip: Add Key Milestones to the Timeline View

The default view in Project 2016 is a combination of the Gantt Chart view with the Timeline view layered above it. In the Gantt Chart click the task or milestone you want to add to the Timeline view. Right-click the milestone and click Add to Timeline.



1. You can apply predefined filters and grouping to the view by using the **Filter** and **Group By** dropdowns in the Data section.

View	Team	Fo	rmat	ç	Tell m	e what you war	nt to do		
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source Vie	ews					Data			

 You can also filter a view using the quick filter for one or more columns. Click the **down arrow** in the column header to show filter options.

) - C	÷ ÷								Gantt Char
File	Task	Resou	urce	e Re	port Pro	oject	View	Te	am	Form
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6		->		Fil	ters			•		09/11/16
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8					0 days				Fri 2	5/11/16 1
					2 days 5 days 8 days 15 days 33 days 35 days					

 To sort a view, select a sort order from the Sort dropdown on the View ribbon tab.

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nt One Activities	33 days	Tue 11/1	LO <mark>Z</mark> E	y <u>I</u> D	
sk Off	0 days	Tue 11/1	. 0, ∮↓ <u>s</u>	ort By	11/1
esign	5 days	Wed 12/	10/16.09	00	

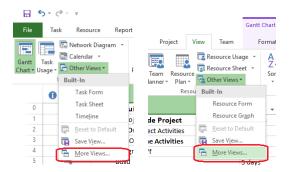
4. Alternatively, sort using the column dropdown menu.

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Gantt Chart ▼ Us			ïews *	Team Resource	2W5 *
	0	Task Mode 🔻	Task Name		- Duratio
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1			PI ∡↓	Sort Z to A	2 days
2				Group by	33 days
3				1.2	0 davs

Create a New View

- With Microsoft Project open, click on the View tab.
- To create a new task view, click on the More Views option in the Other Views dropdown in the *Task Views* section. To create a new resource view, click on the More Views option in the Other Views dropdown in the Resource Views section.



3. When the dialog box opens, click on the **New** button

More Views		×
/iews:		
Bar Rollup	^	New
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Detail Gantt		Tauru
Gantt Chart		Copy
Gantt with Timeline		<u>c</u> opy
Leveling Gantt		
Milestone Date Rollup		Organizer
Milestone Rollup		
Multiple Baselines Gantt		
Network Diagram	~	

4. Select Single View and click on OK.

Define New View		×
Single view ○ Combination vie	w	
<u>H</u> elp	ОК	Cancel

 When the view definition dialog box opens, name your new view, select the **Screen** (type of view) you want displayed, and (when appropriate) the table to be displayed, then click **OK**.

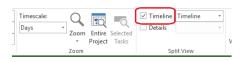
Sgreen: Gantt Chart Table: Baseline group: Filter: ☐ Highlight filter ☑ Show in menu
group:
Eilter:
Highlight filter
Help OK Cance

Tip: The best view to see slippage between baseline and actual work is the Detail Gantt view <u>www.mpug.com/articles/ask-the-experts-15-</u> <u>microsoft-project-tips-for-new-users/</u>

Add a Timeline

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1. To view the timeline, check the **Timeline** option on the ribbon's View tab.



2. The timeline will then appear under the ribbon.



3. To add a task or milestone to the timeline, right click it (in the Gantt Chart view) and select **Add to Timeline.**

0	Task Mode 🔻	Task Name	Calibri v 11 v
	-4	MPUG Guide Project	B I 🖧 - 🗛 - 📾 🛱 🚃
	-	Plan Project Activities	2 days Mon 1
		Sprint One Activities	🔏 🚊 ut Cell
		Kick Off	E Copy Cell
	-4	Design	Reste
		Build	Paste Special
	-4	Test	Scroll to Task
	-4	Deploy	
	-4	Sprint Complete	Insert Task
			Delete Task
			Inacti <u>v</u> ate Task
			Auto Schedule
			a Assign Resources
			Eill Down
			Clear Contents
			Information
			Notes
			🗟 Add to Timeline
			Hyperlink

4. By default a timeline view has only one timeline. You can add additional timelines by clicking the **Timeline Bar** button on the Format ribbon tab. Note the Format ribbon is context-sensitive, so ensure the Timeline view has the focus by clicking in it.

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View	Team	For	mat	Q ⊺ell n	ne what	you want to c
■ iled line ^{Text}	Overlapped Pan & Zoor Lines: 1		Timeline Bar	Existing Tasks		Callout Mile Task
w/Hide					Insert	

 If you have multiple timelines, ensure you check the appropriate one before adding a task or milestone. Tasks and milestones can be moved between timelines simply by dragging and dropping.

Tip: Check out the MPUG article on the new multiple timeline feature at

www.mpug.com/articles/microsoft-project-2016preview-multiple-timelines/



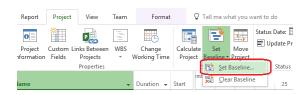
Managing a Project

Tip: There are 11 sets of baseline fields in the system, Baseline and Baselines 1-10. The Baseline fields are the default used when you first set a baseline. When a baseline is updated, you may optionally select one of the other 10 sets of Baseline fields or update the current Baseline fields.

Set a Baseline

1. With Microsoft Project open, select **the Project** tab.

2. Under the Schedule section, click on Set Baseline.



- The Set Baseline dialog box will open. Select the Baseline you wish to set.
- 4. Select whether the Baseline will be for the Entire Project or just for Selected Tasks. Click **OK**.

Set Baselir	1e	\times
• Set bas	eline	
	Baseline	~
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<u>⊂</u> opy;	Scheduled Start/Finish	\sim
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] To <u>a</u> ll summary tasks] <u>F</u> rom subtasks into selected summary task	<(s)
	Set as <u>D</u> efa	ault

Enter Progress Using Percent Complete

- With Microsoft Project open and in the Tracking Gantt chart view, select the Task Name column.
- 2. Click on a task you wish to update.
- On the Task tab, click the appropriate update percentage for the task in the Schedule section.



4. Note the update values to the right of the Gantt bars in the Tracking Gantt chart view.

Task Name 👻	Duration 🚽	g 21, '11 Aug 28, '11 Sep 4, '11 M T W T F S S M T W T F S S M T W T
Commercial Construction	344 days	
General Conditions	344 days	
Receive notice to pro	3 days	-100%
Submit bond and insu	2 days	25%
Prepare and submit p	2 days	0%
Prepare and submit se	2 days	0%
Obtain building perm	4 days	75%
Submit preliminary sł	2 wks	ž
Submit monthly requ	1 day	100%

Tip: % Complete represents the percentage of task duration that's complete. % Work Complete is the percentage of task work hours that are complete. And you probably know that time can pass without a

corresponding amount of work getting done. When the percent duration is updated, the percentage of work completed is updated also.

you

See: <u>www.mpug.com/articles/Certification-Insider-</u> <u>Tracking-Project-Progress/</u>

Reporting

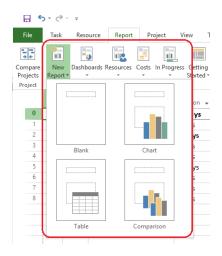
Create a Project Report

With Microsoft Project open, select the **Report tab.**

 Under the View Reports section, select one of the canned reports from Dashboards, Resources, Costs or In Progress.

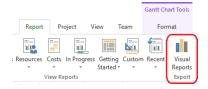
5	• @ •	Ŧ						Report Too
File	Task	Resource	Report	Pr	oject V	iew T	eam	Design
∎ ∎ +	※ ⊒							
Compare	New	Dashboards	Resources	Costs	In Progress	Getting	Custom	Recent
Projects	Report 🕶	-	-	*	· ·	Started -	*	*
Project				View Re	eports			

2. To create a new report, select the report style from the **New Report** dropdown.



Create a Visual Report

1. Click on **Visual Reports**, under the Project tab.



2. When the Create Report Dialog opens, select the desired report from the tabs and Click

Show report templates of Task Summary R All Task Usag	lesource Summary	Assignment Summary	
Baseline Cost Report Baseline Report Baseline Report Baseline Work Report Budget Cost Report Budget Work Report Budget Work Report Budget Work Report Sudget Mork Report Sudget Mork Report	ont diamont	Resource Cost Summary Resource Remaining Wo Resource Status Report Resource Status Report Resource Work Availabil Resource Work Summar Task Status Report	Egit Template Manage Template Sample
Cash Flow Report Cash Flow Report Cash Flow Report Critical Tasks Statu Critical Tasks Statu Earned Value Over Resource Availabili	is Report is Report Time Report ity Report	Task Status Report	het
Select level of usage data		> Nort: Weeks ~	Modify

3. Your report will open in either Microsoft Excel or Microsoft Visio depending on which report you select. **G** Microsoft Project 2016: Desk Reference Guide

Microsoft Project Keyboard Shortcuts

you

Action	Shortcut
Show field settings dialog box	Alt + F3
Close Project help window	Alt + F4
Move to end of project	Alt + End
Create new project	Ctrl + N
Open project	Ctrl + O
Save project	Ctrl + S
Insert new task	Insert
Assign resources box	Alt + F10
Close an active project window	Ctrl + W
Switch to next project window	Ctrl + F6
Maximize project window	Ctrl + F10
Remove all tasks filters	F3
Calculate project	F9
Move to beginning of project	Alt + Home
Copy picture of selected window to Clipboard	Alt + Print Screen
Hide subtasks	Alt + Shift + -
Show all tasks	Alt + Shift + *
Show subtasks	Alt + Shift + =
Outdent task	Alt + Shift + Left Arrow
Indent task	Alt + Shift + Right Arrow
Switch to previous window	Alt + Shift + Tab
Activate control menu	Alt + Spacebar Alt + Hyphen
Next window	Alt + Tab
Move between tasks	Arrow Keys
Move to end of text box	Ctrl + End
Link selected tasks	Ctrl + F2
Restore size of active window after maximizing it	Ctrl + F5 Ctrl + F10

Switch to next window in multiple open windows	Ctrl + F6
Turn auto calculate on or off	Ctrl + F9
Fill down	Ctrl + D
Open "Find" dialog box	Ctrl + F
Open "Go To" dialog box	Ctrl + G
Insert hyperlink	Ctrl + K
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Add object to multi-section	Ctrl + Click
Move to beginning of text box	Ctrl + Home
Move one word to right	Ctrl + Right Arrow
Move one word to left	Ctrl + Left Arrow
Change task to "Auto Schedule"	Ctrl + Shift + A
Unlink selected tasks	Ctrl + Shift + F2
Switch to previous window	Ctrl + Shift + F6
Change task to "Manually Schedule"	Ctrl + Shift + M
Select current column	Ctrl + Spacebar
Jump to first row / last row	Ctrl + Up/Down Arrow
Close active project window	Ctrl + W or Ctrl + F4
Open project help window	F1
Edit task	F2
Remove column filters (when active)	F3
Spellcheck	F7
Extend selection mode	F8
Save as	F12
Jump to first / last cell in row	Home / End
Insert new task	Insert
Open task information dialog box	Shift + F2
Activate split bar	Shift + F6
Shortcut menu	Shift + F10

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NEW MPUG Learning Paths!

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 Getting Started with Project Management What Is a Project? 	 Exploring the new features of Project Best Practices for using MSP Professional 	 Identifying Inappropriate Practices in Schedules
What is Project Management?Who are Project Managers?	and Project Web App • PMI® Practice Standards for WBS and	Avoiding Recurrence of Bad PracticesEnterprise Adoption Strategy for Project
 Getting Started with Microsoft® Project and the Microsoft® Toolset 	Scheduling • Resource Leveling, Baselining and Status	 Best Practices for Immediate Usage Aligning Strategy to Portfolio Managemer
Defining the Project PlanCreating a Project Plan	Input Weekly Status Updates and Reporting 	Processes and Value Proposition Portfolio Planning
Creating Tasks and Dependencies Controlling a Drainet Plan	 Deep Dive with MSP Features Expert Desktop Essentials: Timeline View, Macros, SharePoint 	GovernanceRisk Management
Controlling a Project PlanTracking your project	Integration with Project, Resource Management and more!	Resource Management
Managing Project ResourcesReporting on Projects	 Meijer Case Study: Planning, Implementing, Tracking, and Lessons Learned. 	Sustaining and Embedding StrategyLeading Project Migrations

See more at mpug.com/mpug-learning-paths-for-project-managers/