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# Microsoft Project Quick Reference Guide

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To coincide with last week's release of Office 2016, we put together a set of handy Quick Start Guides that introduce you to the newest versions of Microsoft Word, Excel, PowerPoint, Outlook and OneNote. Whether you're coming from a previous version of your favorite apps or you're entirely new to Office, each of our Quick Start Guides provides helpful information that you can read, print ...

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its strategic goals. Executives should classify proposed projects that focus on mission-critical activities as high -priority and projects that are peripheral to organization goals

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This six-panel Quick Reference Guide walks you through the essential features necessary to plan and manage a project using Microsoft Project 2013. The Guide shows you the most practical approach to. 1. Set Up a New Project, 2. Build a Schedule, 3. Manage Resources, 4. Baseline and Manage the Schedule.

Microsoft Project is a feature rich tool. This guide helps you focus on the features you'll need most in an easy-to-read format.

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a View: Click the View tab on the Ribbon and select a view from the Task or Resource Views groups. Or, click a view button in the status bar of the program window. Or, click the Task tab or Resource tab on the Ribbon, click the button list arrow in the View [Microsoft Project 2007 Quick Reference Guide: Creating a ...](#) Microsoft Project Quick Reference Guide **Project 2010 Quick Reference - customguide.com** < More Project help. These downloadable PDFs are designed to help you get started with Project Online and Project Server 2013. To download a guide, right-click the title or image, and then choose Save target as.... Project Online Quick Start Guides

Reference the Project Management Quick Reference Guide as you initiate, plan, execute, control, and close your project using Microsoft Office Project 2003, Microsoft Project 2002, or Microsoft Project 2000.

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Screen Common Views To Display a View: Select View from the menu bar and select a view from the menu, or select a view from the View Bar.

Calendar: Displays tasks and durations in a monthly calendar.

Toolbar Gantt Chart: Default view. Displays a list of tasks with bar chart information.

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