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The 80/20 Guide to Microsoft Project: Your Quick Reference Guide For Using Microsoft Project I wrote the book to give project managers an easy to follow and concise overview of Microsoft Project. It teaches you those features that you are going to need in most of your projects, no matter if these are \$50k, \$5m or \$50m projects.

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The Project 2016 Program Screen 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 Gantt ChartCtrl + O. Select a location with a file

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you want, then select a file and click Open.

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Project Start Date and Task Dependencies. MS Project defaults to starting all your tasks on the same date, which naturally isn't true, so you have to now tell the program when each task starts. You do this by clicking on the Project item on the top bar then Project Information in the dropdown menu.

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An easy way to do this is by using one of the new features - a tab on the ribbon called "Tell me what you want to do.". Figure A-2 shows the results after typing in "What's new" and then selecting "Get started.". Figure A-3 summarizes the results after selecting "What's new in Project 2016.".

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To Create a New Project: Click the File tab on the Ribbon and select New. To Create a Project from a Template: Click the File tab on the Ribbon and select New. Select a template under the Office.com Templates section, or click My

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Templates and select a template. To Create a New Project from an Excel Spreadsheet or SharePoint List: Click the File tab

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A milestone is a task that acts as a reference point, marking a major event in the project and which is used to monitor the project's progress. To add a milestone, 1. Click the row below the row of where you want to add your milestone. 2. Select the Milestone icon under the Task tab. The link between the two tasks

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On Windows 8, clicking the Download button above opens the guide directly in the Windows 8 Reader app, where you can view the guide, print it out, and save it for later reference. On Windows 7 or an earlier operating system, you'll need to download and install the free Adobe Reader app before you can view the guide.

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Then, you can download a quick reference guide (link below) that contains detailed steps to help you make useful Project files to make you and your team more efficient. There are additionally many Project templates you can quickly download and look at to help you get a feel for how you can put Project to use.

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Project 2013, Microsoft's popular project management software, offers a tremendous wealth of functionality but is probably unlike any other software you've used. Mastering it can seem a daunting process, but an overview of the project's schedule along with time-saving techniques and keyboard shortcuts can help you keep your project on track and on time. Third-party [...]

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Microsoft Project 2013 keyboard shortcuts, and an explanation of the variables that affect resource assignments in Microsoft Project such as Duration, Work ...

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