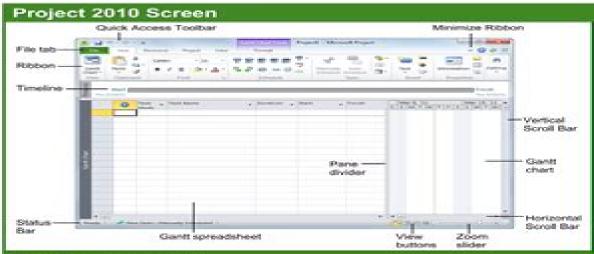
# Quick Reference Card



#### The Fundamentals

- 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 Templates and select a template.
- To Create a New Project from an Excel Spreadsheet or SharePoint List: Click the File tab on the Ribbon and select New from Excel workbook or New from SharePoint task list.
- To Save a Project File: Click the Save button on the Quick Access Toolbar, click File tab on the Ribbon and select Save. Or, press <Ctrl> + <S>.
- To View Information about a Project: Click the Project tab on the Ribbon and click the Project Information button in the Properties group.
- Set the Working Time Calendar: Click the Project tab on the Ribbon and click the Change Working Time button in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the Prom: and To: boxes.
- To Update the Project: Click the Project tab on the Ribbson and click the Update Project button in the Status group.
- To Set the Status Date: Click the Project tab on the Ribbon and click the Status Date button in the Status group. Select the status date to report progress of the project.

- To Save a Baseline Plan: Click the Project tab on the Ribbon and click the Set Baseline button in the Properties group. Select the Set baseline option, save the plan for the entire project or selected tasks, click OK.
- To Save an Interim Plan: Click the Project tab on the Ribbon and click the Set Baseline button in the Properties group. Select the Set interim plan option, save the plan for the entire project or selected tasks, click CM.
- To Calculate Project Changes: Click the Project tab on the Ribbon and click the Calculate Project button in the Schedule croup.
- To Open the Timescale Dialog Box: Click the View tab on the Ribbon, click the Timescale list, amow in the Zoom group, and select Timescale. Or, double-click inside the timescale header.
- To Adjust the Timescale: Click the View tab on the Robbon and click the Timescale list arrow in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level: Click and drag the Zoom Silder to zoom in or out. Or, click the View tab on the Ribbon and click the Zoom button in the Zoom aroup. Choose a zoom potion from the list.
- To Jump to a Tasks: Select the task you wish to view. Click the View tab on the Ribbon and click the Zoom Selected Tasks button in the Zoom group.
- To View the Entire Project: Click the View tab on the Ribbon and click the Zoom Entire Project button in the Zoom group.

#### Common Views

To Display 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 group, and select a view.

Gantt Chart: This is the default task view. Displays a task list with bar chart information.

Calendar: Displays tasks and durations in a monthly calendar.

Network Diagram: Displays a sequence or logic diagram that shows the project's tasks and dependencies.

Resource Sheet: Displays a list of resources and their details in rows and columns.

Resource Usage: Displays assigned tasks grouped under each resource.

Resource Form: Displays resource information in a form view.

Resource Graph: Displays a graph of resources and their costs, etc. over time.

Task Usage: Displays a list of tasks showing assigned resources under each task.

Task Form: Displays task information in a form

Task Sheet: Displays a list of tasks and their details in rows and columns.

Team Planner: The default resource view. Choose from more advanced and specific views.

Timeline: Displays a list of tasks with a baseline schedule and Ganit bans.

Tracking Gantt: Displays a list of tasks with a baseline schedule and Gantt bars.

More Views: Choose from a list of more advanced and specific views.

#### **Keyboard Shortcuts**

Task or Resource Information	<\$hift> + <f2></f2>
Assign Resources	KARN + KF100
Help	<#1>
View Context- Sensitive Help	<shift> + <f1></f1></shift>
Go To Selected Task	<pre><corb +="" <shirt=""> + <fs></fs></corb></pre>
Link Selected Task	<0560 + <f2></f2>
Unlink Selected Task	<ctr> + <shift> + <f2></f2></shift></ctr>
Zoom In	KICONDH KIN
Zoom Out	«Carl» + « * »

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**Greg Horine** 

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