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Microsoft Project 2016 - CustomGuide

Microsoft® Project 2016 Quick Reference Card 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 you want, then select a file and click Open

Before Starting Your First Project Set application default ...

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the More Views option in the Other Views dropdown in

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Brief Guide to Microsoft Project Professional 2016

Appendix A: Brief Guide to Microsoft Project Professional 2016 Note: This guide was written using the free trial of Microsoft Project Professional 2016 and Windows 10 in 2016 Your screens may appear slightly different The files and instructions in this guide will work with

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K on your keyboard, then select the Surface Hub you want to project to NOTE If you're using a device running Windows 8 or Windows 8.1 and it's your first time connecting, select Project and follow the on-screen instructions to add a wireless display Project with cables Plug a video cable into your device to share your screen If you want to

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Microsoft® Project 2013 Quick Reference Card Project 2013 Screen Common Views To Display a View: Select the View tab and choose from the Task Views available Gantt Chart: Default view Displays a list of tasks with bar chart information Task Usage: Displays a list of tasks showing assigned resources under each task Network Diagram: Displays a

Introduction to Microsoft Excel 2016

Microsoft Excel 2016 Screen Elements The Ribbon The Ribbon is designed to help you quickly find the commands that you need to complete a task Commands are organized in logical groups, which are collected together under Tabs Each Tab relates to a type of activity, such as formatting or laying out a page To reduce clutter, some Tabs

Microsoft Project 2010: Desk Reference Guide

Open Microsoft Project 2010 2 Upon opening, project will automatically set you up with a blank project Opening a Project from an existing file 1 Open Microsoft Project 2010 2 Click on File in the upper left hand corner 3 Click on Open 4 Select the appropriate folder and file, Click Open Opening a Project from a template 1 Open Microsoft

Microsoft PowerPoint 2013 Quick Reference Guide

File: Microsoft PowerPoint 2013 Quick Reference Guide Page 1 of 2 Revised: 312016 Microsoft PowerPoint 2013 Quick Reference Guide The following instructions are quick references for basic features in Microsoft PowerPoint Topics include placeholder, design theme, add text, pictures, transition and animation I Window Features II

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Project Quick Reference, Microsoft Project 2007 Cheat Sheet

Microsoft® Project 2007 Quick Reference Card Project 2007 Screen Common Views resources and their costs, etc over time The Fundamentals The Standard Toolbar • To Create a New Project: Click the New button on the Standard toolbar, or select File → New from the menu, or press <Ctrl> + <N> • To Use a Template: Select File → New from

ONE-ON-ONE COMPUTER HELP COMPUTER CLASSES ...

Microsoft Excel 2016 Interface The Excel interface is where you see and use the tools in Excel on the screen This includes the way the tools are organized and presented to you, the software user You will learn about The Welcome Page, The Ribbon, Quick Access Toolbar, and File Tab The Welcome Page When you first open Excel 2016, you will see

Microsoft Word 2013 Quick Reference Guide

File: Microsoft Word 2013 Quick Reference Guide Page 1 of 3 Revised: 312016 Microsoft Word 2013 Quick Reference Guide The following instructions are quick references for basic features in Microsoft Word Topics include format document, line spacing, margins, and checking spelling and grammar I Window Features II Using Ribbons

Outlook 2016 Calendar Quick Reference Sheet

Outlook 2016 Calendar Quick Reference Sheet There are 3 items that you can schedule on your Outlook Calendar: 1) Appointments- involve only you in scheduling work or personal appointments 2) Events- are at least a 24 hour period of time 3) Meetings- involve you and at least one other person or resource Appointments: 1 Enter a subject