

### Task ribbon

**View** Select different elements of the project you would like to view

**Clip board** Cut, paste, copy and paint formatting

**Font** Edit fonts and colours

### Schedule

**Percentages** Select completion %

**Mark on track** Quickly update tasks to 100%

**Respect links** Reschedule a manually scheduled task according to its links

Link and unlink tasks

Split tasks

Indent tasks

### Tasks

**Manually schedule** Disable auto scheduling

**Auto schedule** Have MS Project auto schedule your tasks

**Inspect** Check for warnings, resolve problems in tasks

**Move** Move the time of your tasks around

### Insert

**Task** Add a new task

**Summary** Add a new logical header for a group of tasks

**Milestone** Add an event / completion (not a task)

### Properties

**Information** Populate the Task Information dialog box, which will allow you to add further info to the task such as: Deadlines, notes, custom field and editing predecessors, resources and general info.

**Notes** Populate the Task Information dialog box at the notes field

**Details** Split screen to view Task Details Form on lower half of screen

**Add to timeline** Add the selected task to the project timeline

### Editing

**Scroll to task** Will take you to your task on the gantt chart

**Find** Search your Project

**Clear** Clear notes, hyperlinks, formatting or an entire row

### Task ribbon (cont)

**Fill** Continue a value into one or more adjoining cells

### Project ribbon

#### Insert

**Add a subproject to a main project** Easy to manage related projects via a master project with multiple projects within it

#### Apps

**Store** Go to MS Store to look for apps which work with project. There are free ones and

**My apps** Access your apps

#### Properties

**Project information** View Project Information dialog box

**Custom fields** Manage your custom fields

**WBS** Define or renumber the work breakdown structure

**Change working time** Manage work days and availability

#### Schedule

**Calculate project** Calculate project if you have made a change. Only necessary if you have turned calculations off in Project Options

**Set baseline** Take a snapshot of schedule which includes tasks, resources and assignments. Compare multiple in future to see changes.

**Move project** Change entire projects start date. Can tick box to also move deadlines

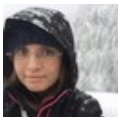
#### Status

**Status date** Set status date to report progress of the project. Used for progress and earned value calculations

**Update Project** Update progress info and reschedule work for some or all tasks in the project

#### Proofing

Spell check



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### Resource Ribbon

**View** Team Planner - Switch to team planner view

#### Assignments

Assign resources To a task

Resource pool Select where to grab resources from, can use existing projects

**Insert** Add resources

#### Properties

Information View Task Detail Information box

Notes View Notes in Task Detail Information box

Details Screen will split and the Task Details Form will populate on the bottom half of the screen

#### Level

Level selection Level resolves resource conflicts by delaying or splitting tasks

Level resource

Level all

Levelling options update your preferences for leveling tasks

Clear leveling Clear any leveling delay which has been added to the task or project.

Next allocation move to the next cell with resources which have been over allocated

### Report Ribbon

**Project** Compare projects. Compare two versions of the same project. Kind of 'What If' analysis.

#### View Reports

New report Create a Blank, Chart, Table or Comparison report

Dashboards Burndown, Cost Overview, Project Overview. Upcoming Tasks, Work Overview and more

Resources Overallocated resources and resource overview

Costs Cash flow, overruns, earned value report, resource cost overview, task cost overview

In progress Critical tasks, late tasks, milestone report, slipping tasks

### Report Ribbon (cont)

**Getting started** Best practice analyser, create reports, get started with project, organise tasks, share with your team

Custom More reports

Recent More reports

**Visual reports** View the projects data in Pivot tables in Excel and Visio

### View Ribbon

#### Task views

Gantt Chart Using resource name or progress tracking

Task Usage View all tasks and the resources assigned. Use to update all tasks easily at the end of a day/week

More views Select other available ways to view tasks

*Network diagram* View tasks as a diagram to see how they are interconnected

Calendar View tasks on a calendar by month, week or custom view

Other views Brows a number of other views available

#### Resource Views

Team planner See what everyone is allocated to

Resource usage See how everyone's hours are allocated

Resource sheet View resource details

Other views Select from other views available

#### Data

Sort Sort data by name, cost or ID

Tables View in and export tables

Highlight Highlight tasks based on "If ##, then highlight"

Group by Group tasks based on "If ##, then group"

**Zoom** Various zoom tools

#### Split view

Timeline Add or remove timeline view from top of page

Details add or remove details (on various areas of the project) from bottom of page

**Window** Various Window view selections

**Macros** Add and edit macros

