

### 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

### Task ribbon (cont)

**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

**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

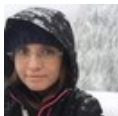
#### Schedule

**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



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### Project ribbon (cont)

**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

### 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 overallocation** 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

**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

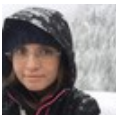
**Network diagram** *View tasks as a diagram to see how they are interconnected*

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

**Other views** Brows a number of other veivs available

#### Resource Views

**Team planner** See what everyone is allocated to



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### View Ribbon (cont)

**Resource** See how everyone's hours are allocated  
usage

**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



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