Cheatography

Microsoft Project Cheat Sheet

by Natalie Moore (NatalieMoore) via cheatography.com/19119/cs/2216/

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	
Percen-tages	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	
Inform-ation	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 predessors, 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 nessessary if you have turned calculations off in Project Options
Set baseline	Take a snapshot of schedule which includes tasts, 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	



By **Natalie Moore** (NatalieMoore)

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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	
Inform-ation	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 overalloc-ation	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 interconn-ected*
Calendar	View tasks on a calander by month, week or custom view
Other views	Brows a number of other veiws available
Resource Views	
Team planner	See what everyone is allocated to



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View Ribbon (cont)	
Resource usuage	See how everyones 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



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