

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	



By **Natalie Moore**
(NatalieMoore)

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Page 1 of 3.

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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 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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Page 2 of 3.

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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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