



# **Microsoft Project 2007 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tip & Shortcuts - Laminated Card)**

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2007. The following topics are covered:

Starting a New Project, Setting the Project Start Date, Describing a Project (Properties), Switching to a Different View, Unlisted Views, Undoing Changes, Using Project Guides, Entering Task Information in a Sheet, Entering or Changing Task Duration, Sequencing Tasks, Unlinking Tasks Changing Data in One or More Rows, Inserting/Deleting Rows, Zooming in a View, Moving or Copying Items, Changing Gantt Chart Appearance Setting the Calendar, Creating a New Group Calendar, Entering a Human Resource, Entering a Consumable Resource, Entering a Cost Resource, Booking a Resource to a Task, Using Resource Driven Scheduling, Saving the Baseline Using Different Toolbars, Showing Planned vs. Actual in the Gantt Chart Displaying Project Statistics, Changing the Progress of Tasks, SmartTags, Setting up the Printout, Previewing and Printing, Transferring Data to Other Project Files.

Also includes: List of Selection and Movement Shortcuts.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

This guide is one of two titles available for Project 2007: Project 2007 Creating a Basic Project, Project 2007 Handling Complexity.



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