



# **Microsoft Project 2003 Creating a Basic Project Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)**

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## **Microsoft Project 2003 Creating a Basic Project Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc.**

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Project 2003.

The following topics are covered:

Starting a New Project, Setting the Project Start Date, Describing a Project (Properties), Switching Views, Unlisted Views, Using Project Guides, Entering Tasks, Entering or Changing Task Duration, Sequencing Tasks, Unlinking Tasks, Changing Data in One or More Rows, Inserting/Deleting Rows, Zooming, Moving or Copying, Changing Gantt Chart Appearance, Setting the Calendar, Creating a New Group Calendar, Entering a Human Resource, Entering a Consumable 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, and Transferring Data to Other Project Files.

Also includes: Lists 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.



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