

The Basics			
New	CTRL+N or F11	Open	CTRL+o (Oh)
Print	CTRL+p	Close	CTRL+F4
Save as	ALT+F2 or F12	Save	CTRL+s
Cut	CTRL+x	Copy	CTRL+c
Paste	CTRL+v	Delete	DEL
Clear line	CTRL+DEL	Undo	CTRL+z
Open help	F1	Go to	F5

Navigation	
Find	CTRL+F
Find next	SHIFT+F4
Find previous	CTRL+SHIFT+F4

Navigating in a dialogue box	
Show list in a box	ALT+↓
Select option or button	SPACEBAR
Next option or button	TAB
Previous option or button	SHIFT+TAB
Next task/resource	ENTER
Previous task/resource	SHIFT+ENTER
Clear/reset selected field	CTRL+DEL

Editing in Sheet View	
Move to project beginning	ALT+HOME
Move to project end	ALT+END
Move timescale left or right	ALT+← or →
Move one page right or left	ALT+PGUP or PGDN
First or last field in a row	HOME or END
First field in first row	CTRL+HOME
Last field in last low	CTRL+END

Working in Project Windows	
New window (of existing doc.)	SHIFT+F11
Next window	CTRL+F6
Previous window	CTRL+SHIFT+F6
Maximise project window	CTRL+F10
Move project window	CTRL+F7
Split window bar	SHIFT+F6
Next pane in combination view	F6
Display all tasks/resources	F3
Task/resource info	SHIFT+F2
Size project window	CTRL+F8
Restore project window	CTRL+F5

Selection Editing & Linking	
Extend selection - left or right	SHIFT+← or →
- up or down	SHIFT+↑ or ↓
- down or up a page	SHIFT+PGDN or PGUP
- last field in row	SHIFT+END
- first field in row	SHIFT+HOME
Select column	CTRL+SPACEBAR
Select row	SHIFT+SPACEBAR
Extended selection on or off	F8
Add to selection on or off	SHIFT+F8
Overtyping mode on or off	INSERT
Link tasks	CTRL+F2
Unlink tasks	CTRL+SHIFT+F2
Entry bar to edit text in a field	F2

Calculate	
Within all open projects	F9
Within the active project	SHIFT+F9
Auto calculate	CTRL+F9

Managing within a GANTT Chart	
Show subtasks	ALT+SHIFT+=
Show all tasks	ALT+SHIFT+*
Hide subtask	ALT+SHIFT+-
Indent	ALT+SHIFT+⇨
Outdent	ALT+SHIFT+⇧

Menus	
Activate menu bar	F10 or ALT
Navigate up or down	↑ or ↓
First or last menu item	HOME or END
Close menu or submenu only	ESC
Close menu and submenu	ALT

Tricky Stuff	
Column definition dialogue box	ALT+F3
Reduce selection to single field	SHIFT+BKSP
Reset sort to ID order	SHIFT+F3
Apply same filter again	CTRL+F3
Apply same sort order again	CTRL+SHIFT+F3

Key	
⇐ or ⇒	Left or right arrow
↑ or ↓	Up or down arrow
+	Together with
E.g. CTRL+SHIFT+r Press the CTRL key together with the SHIFT and r keys.	

Tips and Hints

- Be sure to get into the habit of entering **Project > Project Information** each time you start a new project. Include *Start date*, *Finish date* and *Schedule from date*. Also enter project summary details (project title, manager, etc.) in **File > Properties**.
- Display multiple Gantt bars on a single task line for the whole project, choose **Format > Layout**, select *Always roll up Gantt bars* (MS Project 2000, 2002).
- When using months as a unit of duration, *3mo* is recognised as three months. To specify how many days constitute a month choose **Tools > Options**, and select the *Calendar* tab and adjust the *Days per month* box (MS Project 2000, 2002).
- Customise the first page number of the printed pages by choosing **File > Page Setup**, select the *Page* tab and adjust the *First page number* box.
- To get rid of the Office Assistant right-click on it, choose *Options*, and deselect *Use the Office Assistant*, alternatively rename the *Actors* directory.
- To prevent printing blank pages choose **File > Page Setup** and deselect *Print blank pages*.
- To display full menus choose **Tools > Customize > Toolbars** select the *Options* tab and deselect *Menus show recently used commands first* (MS Project 2000).
- To prevent the automatic changing of task constraints to *Start No Earlier Than* type duration values rather than adjusting the task bar by dragging the mouse. To monitor tasks constraints create a view for working with the project and another view for presenting the project, it might also be useful to add the *Constraint Type* as a column in your Gantt Chart.
- Priorities are ignored when the mouse is used to move a task to a different time (a constraint on the task's start date), it is advisable to clear all constraints frequently. To do this, select all tasks, expand them, right click, choose *Task Info/Advanced*, and change constraint to *Start as soon as possible*.
- To set auto-saving of project files choose **Tools > Options** and select the *Save* tab and then specify the interval for file saving. (MS Project 2000, 2002)
- Increase the number of recently displayed files: Choose **Tools > Options**, select the *General* tab and change the *Recently used file list*.

Project Success Checklist

- Define project success criteria.
- Define the project release (customer acceptance) criteria.
- Write plans to the appropriate detail for the work ahead.
- Plan for management tasks (quality reviews etc.)
- Plan for re-work after quality reviews.
- Manage project risks (and maintain a risk log!)
- Estimate based on effort, not calendar time.
- Record estimates and how you derived them.
- Plan with contingency buffers (time & cost.)
- Report on the project status honestly!
- Schedule and plan post project reviews.
- Create lessons learned reports.

PERT Analysis

The Program Evaluation and Review Technique (PERT) takes a slightly sceptical view of project time estimates and helps to bias these away from unrealistic short time-scales. To use PERT, estimate the shortest possible time each activity will take (the optimistic time), the longest time that might be taken if the activity takes longer than expected (the pessimistic time), and the most probable length of time. Apply these values to the following PERT formula:

$$E = [O + P + (4 \times M)]/6$$

Where:

- E** = The Estimated duration
- O** = The most Optimistic time
- P** = The most Pessimistic time
- M** = The Most probable time



Step by Step Planning & Scheduling

Always plan projects with team leaders to ensure there is agreement on the task list, work estimates, staffing assumptions, durations, dependencies, and end dates. Upon completion of this you should have a realistic plan.

Step 1: Assign the project start date. This will be the default start date for all tasks. By default the current date is set.

Tip: In long-term projects, you may want to compensate for holidays by adjusting your project Calendar.

Step 2: Create a task list to fill the left column of the Gantt schedule. Organise the tasks into a Work Breakdown Structure (WBS), i.e. a list of activities to produce a product. Establish groups of tasks (Work Packages) to help when measuring and reporting on progress.

Step 3: Add resources and work estimates but do not input task end dates or durations (i.e. these tasks are 'resource driven'). As part of your resource planning let MS Project automatically determine the dates and durations of tasks. Enter tasks with fixed durations, as such by double clicking on the task line.

Tip: Add a column for "work effort", as it doesn't appear on the Microsoft Project default Gantt format grid.

Tip: Be sure to save a baseline if you do not enter a resource this will prevent you from losing your work estimates.

Step 4: Establish dependencies or *precedences* between tasks. By default tasks will be spread out over a vast area in the Gantt chart, format the boxes to the smallest size and then group them into an area that you can print.

Tip: Take the time to organise the PERT view of your project.

Tip: You can add lag or lead times to offset or overlap dependencies.

Tip: Use Print preview to see the overall shape of your PERT chart.

Step 5: Use the "View/Resource Usage" to look at projected expenditure of labour by skill category for the duration of the project. Turn these to track project spending by copying the data into a Microsoft Excel spreadsheet.

Tip: Graph the above values to show a profile of total labour against time, steep peaks in your graph are causes for concern.

Tip: Once the work starts and you begin to input actual values use the Tracking Gantt feature to show which tasks are on schedule.

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