

# TOOLBARS | Standard / Formatting

**Standard**

- Print (Default Printer) (Ctrl+P)
- Print Preview
- Spelling (F7)
- Can't Undo
- Can't Redo
- Insert Hyperlink (Ctrl+K)
- Task Information (Shift+F2)
- Task Notes
- Task Drivers
- Group By
- Zoom In (Ctrl+)
- Zoom Out (Ctrl+\*)
- Scroll to Task (Ctrl+Shift+F5)
- Save (Ctrl+S)
- Open (Ctrl+O)
- New (Ctrl+N)
- Cut Cell (Ctrl+X)
- Copy Cell (Ctrl+C)
- Paste (Ctrl+V)
- Format Painter
- Link Tasks (Ctrl+F2)
- Unlink Tasks (Ctrl+Shift+F2)
- Split Task
- Assign Resources (Alt+F10)
- Complete and Incomplete Tasks
- Constraint Type
- Critical
- Duration
- Duration then Priority
- Milestones
- No Group
- Priority
- Priority Keeping Outline Structure
- Copy Picture
- Microsoft Office Project Help (F1)

**Formatting**

- Show Subtasks (Alt+Shift+Plus)
- Hide Subtasks (Alt+Shift+Minus)
- Hide Assignments
- Align Left
- Center
- Align Right
- Filter
- AutoFilter
- Gantt Chart Wizard
- Indent (Alt+Shift+Right)
- Outdent (Alt+Shift+Left)
- Font: Arial
- Font Size: 8
- Bold (Ctrl+B)
- Italic (Ctrl+I)
- Underline (Ctrl+U)
- Filter
- Resources - Work
- Resources With Attachments
- Resources/Assignments With Overtime
- Should Start By...
- Should Start/Finish By...
- Slipped/Late Progress
- Slipping Assignments
- Unstarted Assignments
- Work Complete
- Work Incomplete
- Work Overbudget
- Resource Group...
- Should Start By...
- Should Start/Finish By...
- Slipped/Late Progress
- Slipping Tasks
- Summary Tasks
- Task Range...
- Tasks With A Task Calendar Assigned
- Tasks With Attachments
- Tasks With Deadlines
- Tasks With Estimated Durations
- Tasks With Fixed Dates
- Task Range...
- Tasks With A Task Calendar Assigned
- Tasks With Attachments
- Tasks With Deadlines
- Tasks With Estimated Durations
- Tasks With Fixed Dates
- Tasks/Assignments With Overtime
- Top Level Tasks
- Unstarted Tasks
- Using Resource In Date Range...
- Using Resource...
- Work Overbudget

# TOOLBARS | Resource Management / Analysis / Compare Project Versions / Web

Resource Management toolbar icons and labels:

- Task Entry View
- Resource Allocation View
- Go To Next Overallocation (Alt+F5)
- Assign Resources (Alt+F10)
- Resource Substitution Wizard
- New Resource From (dropdown menu):
  - Active Directory...
  - Address Book...
  - Project Server...
- Refresh Resource Pool
- Update Resource Pool
- Share Resources
- Address Book
- Resource Details
- Windows User Account from Address Book
- Leveling Help
- Using Resource

Analysis toolbar icons:

- Adjust Dates
- Copy Picture to Office Wizard
- PERT Analysis

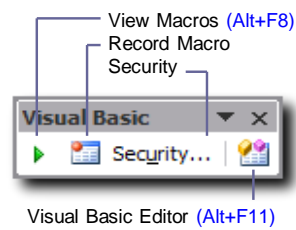
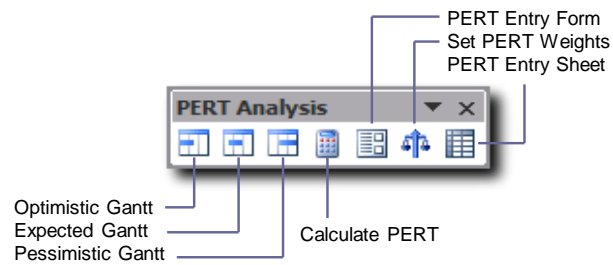
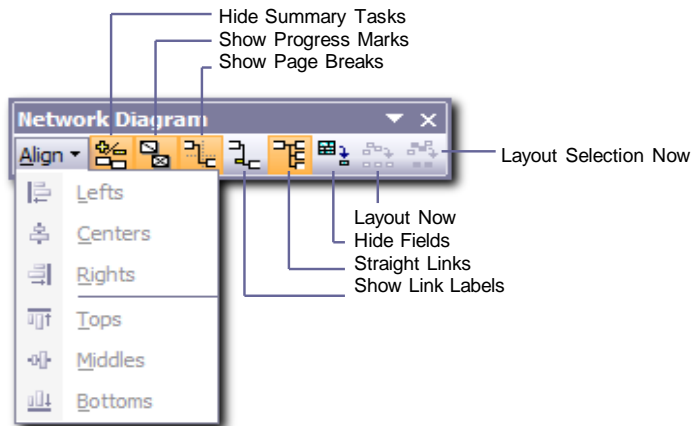
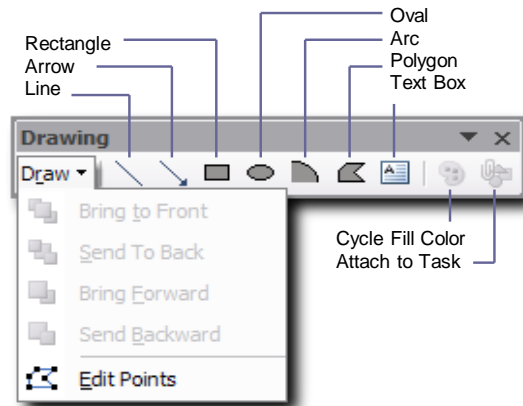
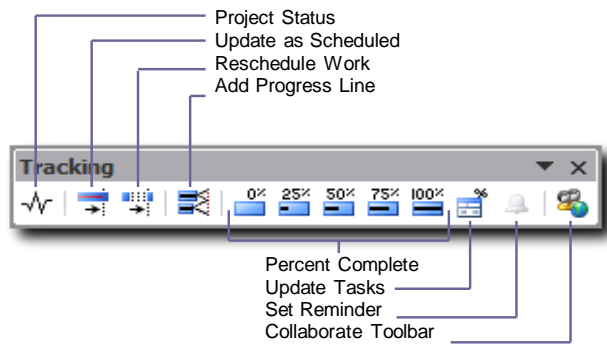
Compare Project Versions toolbar icons and labels:

- Compare Project Versions
- Go to Task/Resource in Project Versions
- Select Tasks/Resources to Show in the Comparison Report
- Show all items
- Show all differences
- Show changed items
- Show unchanged items
- Show common items
- Show unique items of version 1
- Show unique items of version 2
- Show all items
- Show data and differences columns
- Show data columns only
- Show differences columns only
- More Information

Web toolbar icons and labels:

- Back
- Forward
- Stop Current Jump
- Refresh Current Page
- Start Page
- Search the Web
- Show Only Web Toolbar
- Project1
- Favorites (dropdown menu):
  - Add to Favorites...
  - Open Favorites...
  - Links
- Go (dropdown menu):
  - Document Location
  - Open Hyperlink
  - Back
  - Forward
  - Start Page
  - Search the Web
  - Set Start Page...
  - Set Search Page...

# TOOLBARS | Tracking / Drawing / Network Diagram / PERT Analysis / Visual Basic



# TOOLBARS | Project Guide / Collaborate / Custom Forms

Save a baseline plan to compare with later versions  
 Prepare to track the progress of your project  
 Incorporate progress information into the project  
 Check the progress of the project  
 Make changes to the project  
 See what is driving the start date of a task  
 Track risks and issues associated with this project  
 Request text-based status reports  
 Publish project information to the Web

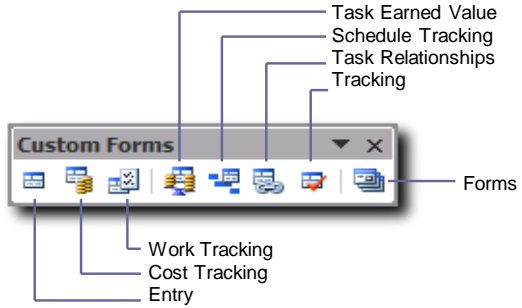
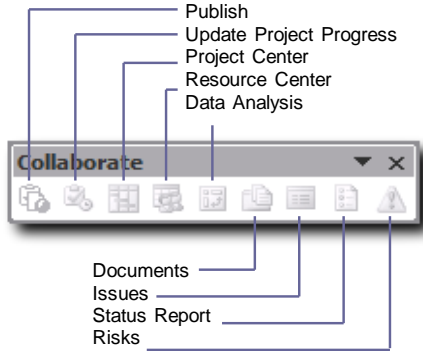
Select a view or report  
 Change the content or order of information in a view  
 Change the look or content of the Gantt Chart  
 Print current view as a report  
 See the status of multiple projects in Project Center  
 Compare progress against baseline work  
 See the project's critical tasks  
 See project risks and issues  
 See how resources' time is allocated  
 See project costs  
 Publish project information to the Web



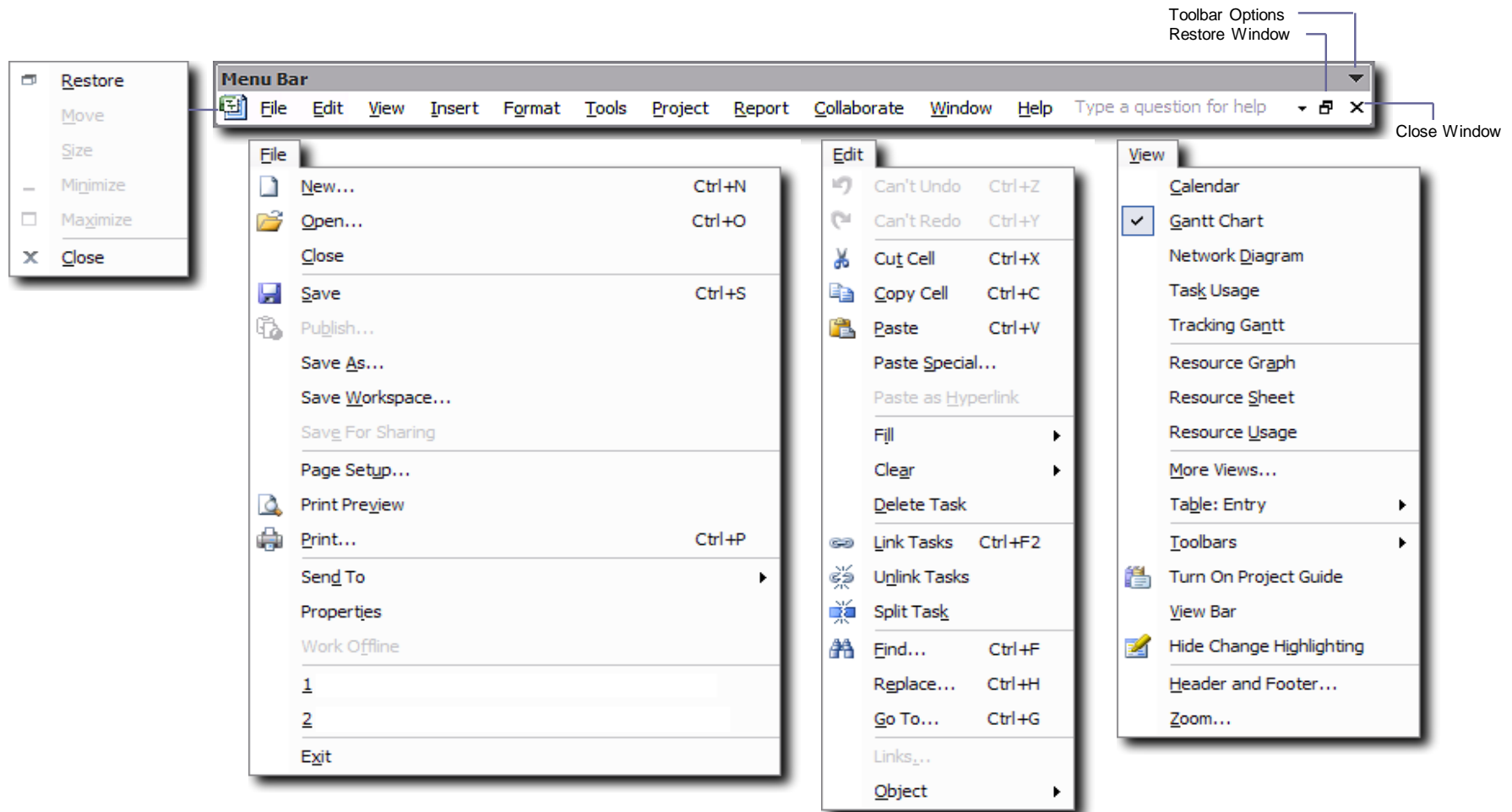
Show/Hide Project Guide

Define the project  
 Define general working times  
 List the tasks in the project  
 Organize tasks into phases  
 Schedule tasks  
 Link to or attach more task information  
 Add columns of custom information  
 Set deadlines and constrain tasks  
 Identify risks to the project  
 Add documents to the project  
 Publish project information to the Web

Specify people and equipment for the project  
 Specify the booking types for resources  
 Define working times for resources  
 Assign people and equipment to tasks  
 Link to or attach more resource information  
 Add columns of custom information  
 Publish project information to the Web



## MENU BAR | Pull-Down Menus



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