

## Menu Quick Reference

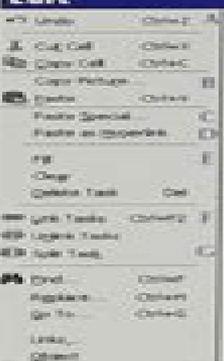
Many of these menus are dynamic, with some options changing based on the active view.

### File



- A. Save a file to a new location or as different type (export).
- B. Save the active file in HTML format.
- C. Save a list of open projects and their window layouts so you can quickly recall the same set of projects for the next work session.

### Edit



- A. Undo the previous action.
- B. Create and exports a graphic image of the current view (calendar, etc.).
- C. Paste or link a copied item in a specified format.
- D. Create a link to an Internet or intranet location.
- E. Copy the contents of one field into other fields.
- F. Create dependencies between selected tasks.
- G. Interrupt the selected task and reassign a new start date.

### View



- A. Switch between selected project views. These options are also available on the View bar.
- B. Create, customize, or display views.
- C. Display selected categories of information within the active task or resource view.
- D. Hide or display the View bar, which is used to switch between active views.
- E. View and change the headers and footers in the active view.

### Insert



- A. Add a new task, resource, assignment, network node, or cell. Available options depend on the current view.
- B. Set the interval and number of occurrences for a recurring event.
- C. Consolidate multiple projects.
- D. Create a link to a Web page, to another file, or to a different location in the current document.

### Format



- A. Set the appearance of Gantt bars and network diagram nodes.
- B. Change the major and minor timescales to display different levels of detail.
- C. Quickly set the format of a Gantt chart.
- D. Assign font attributes to help distinguish specific types of data.
- E. Set the appearance of objects used in various views. This menu item changes based on the current view.
- F. Set layout options for the current view.
- G. Apply layout options set by using the Layout command.

### Tools



- A. Set up entries for automatically connecting and entering text.
- B. Coordinate project information and changes between team members.
- C. Display tasks linked to external projects.
- D. Set the standard working time and days for a resource or task.
- E. Manage potential conflicts with scheduling resources.
- F. Update tasks and view the progress of a project.
- G. Centrally manage all of the elements of your project (views, reports, forms, etc.).

### Project



- A. Reorder tasks or resources by selected criteria.
- B. View only selected data.
- C. Combine or rearrange tasks or resources.
- D. Establish work breakdown structure (WBS) codes used for reporting schedules and tracking costs for a project.
- E. View and manage information and settings for a selected task, resource, or assignment.

### Shortcut menus



### Help



- A. Interactive Help when button and menu commands are selected.
- B. Automatically find and fix errors in your Project 2000 files.

# Coursecard Project 2002 2nd Edition

**David Cleland,Roland Gareis**



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## **Table of Contents Coursecard Project 2002 2nd Edition**

1. Understanding the eBook Coursecard Project 2002 2nd Edition
  - The Rise of Digital Reading Coursecard Project 2002 2nd Edition
  - Advantages of eBooks Over Traditional Books
2. Identifying Coursecard Project 2002 2nd Edition
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Coursecard Project 2002 2nd Edition
  - User-Friendly Interface

4. Exploring eBook Recommendations from Coursecard Project 2002 2nd Edition
  - Personalized Recommendations
  - Coursecard Project 2002 2nd Edition User Reviews and Ratings
  - Coursecard Project 2002 2nd Edition and Bestseller Lists
5. Accessing Coursecard Project 2002 2nd Edition Free and Paid eBooks
  - Coursecard Project 2002 2nd Edition Public Domain eBooks
  - Coursecard Project 2002 2nd Edition eBook Subscription Services
  - Coursecard Project 2002 2nd Edition Budget-Friendly Options
6. Navigating Coursecard Project 2002 2nd Edition eBook Formats
  - ePub, PDF, MOBI, and More
  - Coursecard Project 2002 2nd Edition Compatibility with Devices
  - Coursecard Project 2002 2nd Edition Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Coursecard Project 2002 2nd Edition
  - Highlighting and Note-Taking Coursecard Project 2002 2nd Edition
  - Interactive Elements Coursecard Project 2002 2nd Edition
8. Staying Engaged with Coursecard Project 2002 2nd Edition
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Coursecard Project 2002 2nd Edition
9. Balancing eBooks and Physical Books Coursecard Project 2002 2nd Edition
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Coursecard Project 2002 2nd Edition
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Coursecard Project 2002 2nd Edition
  - Setting Reading Goals Coursecard Project 2002 2nd Edition
  - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Coursecard Project 2002 2nd Edition
  - Fact-Checking eBook Content of Coursecard Project 2002 2nd Edition
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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