



Microsoft® Project 2013 Quick Reference Guide

Master the Basics in Microsoft® Project 2013

NAVIGATE MICROSOFT PROJECT 2013

The **TABS** on the ribbon are organized to present the relevant features for most of the work you'll do in Project 2013.

The **VIEW** tab is the quickest way to move among Views.

Choose the **FORMAT** tab in any View to customize the View.

TIP! To show or hide the View Bar, click on the left edge of your pane using your right mouse button. Use the View Bar to change views.

View Bar

- Calendar
- Gantt Chart
- Network Diagram
- Task Sheet
- Task Usage
- Timeline
- Tracking Gantt
- Resource Histogram

FORMAT

- Text Styles
- Gridlines Layout
- Insert Columns
- Custom Fields
- Format
- Critical Tasks
- Chart
- Task Path
- Baseline Management

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