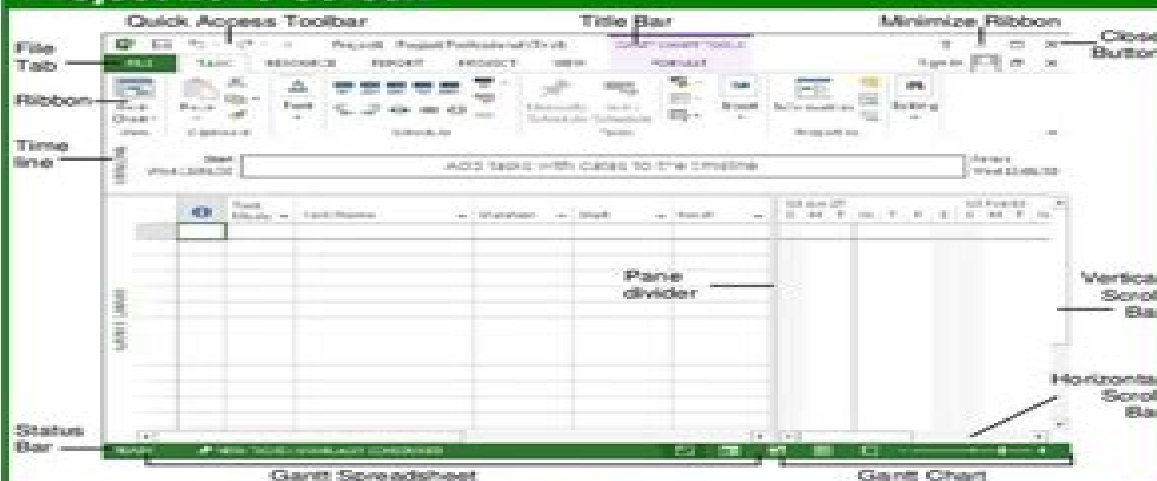


Project 2013

Quick Reference Card

Project 2013 Screen



Common Views

To Display a View: Select the **VIEW** tab and choose from the Task Views available.

Gantt Chart: Default view. Displays a list of tasks with bar chart information.

Task Usage: Displays a list of tasks showing assigned resources under each task.

Network Diagram: Displays a sequence or logic diagram that shows the project's tasks and dependencies.

Calendar: Displays tasks and durations in a monthly calendar.

Other Views: Provides additional views:

- **Task Form:** Detailed information of the select task.
- **Task Sheet:** List of all the tasks and selected details.
- **Timeline:** An expanded view of the timeline.

Project 2013 Fundamentals

- **To Create a New Project:** Click the **FILE** tab, click the **NEW** tab and click the **Blank Project** option. Or press <Ctrl> + <N>.
- **To Use a Template:** Click the **FILE** tab, click the **NEW** tab. Select a template from the menu and click **OK**.
- **To View Information About the Project:** Select the **PROJECT** tab and click **Project Information** in the Properties group.
- **Set the Working Time Calendar:** Select the **PROJECT** tab and click **Change Working Time** in the Properties group. Select the date(s) you want to change and select a new calendar, or enter the new working hours in the **Start** and **Finish** boxes.
- **To Use Spell check:** Select the **PROJECT** tab and click **Spelling** in the Proofing group.
- **To Use Undo and Redo:** Click the **Undo** button and **Redo** button on the Quick Access toolbar.
- **To Adjust the Timescale:** Select the **VIEW** tab and choose from the options in the **Timescale** list arrow in the Zoom group.
- **To Adjust the Zoom Level:** Select the **VIEW** tab and click the **Zoom** button to either zoom in or zoom out. Alternatively, click the **Entire Project** button to zoom to a level where the whole project is visible.
- **To Save a Project File:** Click the **Save** button on the Quick Access toolbar or click **FILE** tab and select **Save** or **Save As** if you wish to change the file name or location.
- **To Set a Baseline Plan:** Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Click the **Set Baseline Plan** option, choose the baseline number, save the plan for the entire project or selected tasks, and click **OK**.
- **To Set an Interim Plan:** Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Select the baseline details and click **OK**. Click the **Set Interim plan** option, choose where to copy from and where they should be copied into, save the plan for the entire project or selected tasks, and click **OK**.
- **To Show or Hide the Planning Wizard:** Click the **FILE** tab and click **Options**. Click the **Advanced** tab and either select or deselect the **Advice from Planning Wizard** checkbox.
- **To View a Task's Usage:** Select the task and click the **View** tab. Click the **Task Usage** button in the Task Views group.
- **To Get Help:** Press <F1> to open the Project Help task pane, type your question, and click the **Search** button.

Keystroke Shortcuts

Save Project File	<Ctrl> + <S>
Close Current Project	<Ctrl> + <W>
Open Existing Project	<Ctrl> + <O>
Print/Print Preview	<Ctrl> + <P>
Task or Resource Information	<Shift> + <F2>
Assign Resources	<Alt> + <F10>
Copy	<Ctrl> + <C>
Cut	<Ctrl> + <X>
Paste	<Ctrl> + <V>
Help	<F1>
Go To Selected Task	<Ctrl> + <Shift> + <F5>
Link Selected Task	<Ctrl> + <F2>
Unlink Selected Task	<Ctrl> + <Shift> + <F2>
Create a Hyperlink	<Ctrl> + <K>
Zoom In	<Ctrl> + <+>
Zoom Out	<Ctrl> + <Shift> + <->
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>

Microsoft Project 2013 Guide

Prof. Sham Tickoo



Microsoft Project 2013 Guide:

Project 2013 Absolute Beginner's Guide Brian Kennemer, Sonia Atchison, 2013-07-26 Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you've never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner's guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Master today's best project management techniques Use Project 2013 to solve many key project management problems Master Project's revamped interface from Start screen to Backstage Leverage Project 2013's best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by integrating Project with SharePoint and Office Securely share project data with team participants and stakeholders Improve efficiency by customizing Project's interface to your needs Coherently manage complex project portfolios Extend project management to smartphones tablets and the cloud Brian Kennemer Microsoft MVP for Project and Project Server has worked with Project since 1997 He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years and has helped several Microsoft Partners design and deploy Project Server based systems Sonia Atchison has worked with Microsoft Project since 1999 In 2006 she joined Microsoft's writing team producing extensive help content videos and content for Office.com and TechNet

Appendix A: Brief Guide to Microsoft Project 2013 Kathy Schwalbe, 2013-05-02 This appendix provides step by step instructions for using Microsoft Project 2013 You can download the free 60 day trial from www.microsoft.com/project See www.intropm.com to access files and other information

[Arduino Projects for Engineers](#) Neerparaj Rai, 2018-05-31 Providing 24 projects with wiring diagrams and the programs required to complete each one this book covers both the software and hardware aspects of each project and will help students create their own innovative prototypes

[Microsoft Project 2013 Quick Reference Guide](#) Eric Verzuh, 2015-01-31

[Microsoft Project 2013: The Missing Manual](#) Bonnie Biafore, 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013's new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you'll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer

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Praxisbuch IT-Dokumentation Manuela Reiss, Georg Reiss, 2019-03-11 Eine ganzheitliche und nachhaltige IT Dokumentation aufbauen Alle relevanten Compliance Anforderungen erfüllen Optimale Umsetzung für Ihre IT Organisation durch den managementbezogenen Strukturierungsansatz Langfristiger Erfolg durch Best Practice Anleitungen Die Dokumentationsanforderungen und damit auch die Anforderungen an die IT Dokumentation nehmen weiterhin zu Unabhängig davon ob Sie den Aufbau Ihrer IT Dokumentation oder eine Reorganisation planen Dieses Buch unterstützt Sie bei der Planung und der Umsetzung Ihres Dokumentationsprojektes Im Fokus stehen hierbei die folgenden Fragenstellungen Welche Dokumentationsanforderungen gibt es Wie kann die IT Dokumentation strukturiert werden Wie müssen die Aufgabenfelder des IT Managements dokumentiert werden Was gehört zur Dokumentation für den operativen IT Betrieb Wie können Anwendungen sinnvoll dokumentiert werden Wie sieht eine anforderungsgerechte Sicherheits Notfall und Datenschutzdokumentation aus Wie können Dokumentationsanforderungen in der Praxis umgesetzt werden Wie findet man die richtigen Tools Durch ein aufgabenorientiertes Strukturierungsmodell erhalten Sie ein Framework an die Hand mit dem Sie genau die IT Dokumentation erstellen können die für Ihre IT Organisation erforderlich ist Abgerundet wird dieser Praxisansatz durch ein Beispiel für den Aufbau der IT Dokumentation in Microsoft SharePoint

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Ultimate Study Guide: Foundations Microsoft Project 2013 Dale Howard, Gary Chefetz, Rodney Walker, 2013-05-07 Use this self paced study guide to learn Microsoft Project 2013 by working through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Project 2013 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for the 74 343 certification exam Managing Projects with Microsoft Project 2013 Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best

practice recommendations side notes and warnings to help you succeed

Hybrides Projektmanagement Walter Mayrhofer, Gerald Schneikart, 2025-03-22 Dieses Lehrbuch vermittelt die Grundlagen und die Anwendung der Projektplanung sowie des Projektcontrollings pr gnant und praxisorientiert Dabei adressieren die Autoren Einsteiger ins Projektmanagement ebenso wie erfahrene Projektmanager und es stehen bew hrte traditionelle Methoden in Kombination mit neueren agilen Ans tzen des Projektmanagements im Fokus der Betrachtungen Da Theorie und Praxis mitunter getrennte Wege gehen wird die Applikation der beschriebenen Projektmanagementmethoden begleitend anhand eines Projektes mit hybridem Ansatz veranschaulicht Um dies m glichst praxisnah zu gestalten wurde hierf r ein reales erfolgreich abgeschlossenes Digitalisierungsprojekt der angewandten Forschung als Grundlage verwendet

Microsoft Project 2007 Bible Elaine Marmel, 2011-06-15 Take control of your projects with this in depth guide Whether you re managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking results each of the book s seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks check progress and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What s on the CD ROM You ll find a wealth of trial versions demo software sample projects and bonus appendixes on the CD ROM including Milestones Professional r Advanced formatting calculation Web publishing and reporting features PERT Chart Expert Create eye opening PERT chart project plans PlanView r Project Portfolio Management A comprehensive decision making platform for enterprises WBS Chart Pro Plan your projects with these graphing tools System Requirements See the CD ROM Appendix for details and complete system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Perspectives in Project Management Raufdeen Rameezdeen, Anthony Wood, 2019-01-24 All the contributions to this volume are condensed versions of research projects undertaken by students in the final year of the online Master of Project Management degree delivered by the University of South Australia in conjunction with Open Universities Australia Contributors to this book consist primarily of graduated Masters students supported by supervising academics and relevant industry specialists and practitioners As a result the authors present current research interests across the breadth of Australia with many of the perspectives demonstrating relevance to practice globally The research perspectives presented here focus on four key themes of project management theory and practice people and organisations methodologies and practice domains issues in application and continuous improvement and benchmarking Collectively this work will be of particular interest to project management academics and researchers post graduate students and the broader project management community

National Association of Broadcasters Engineering Handbook Garrison Cavell, 2017-07-28

The NAB Engineering Handbook is the definitive resource for broadcast engineers. It provides in depth information about each aspect of the broadcast chain from audio and video contribution through an entire broadcast facility all the way to the antenna. New topics include Ultra High Definition Television, Internet Radio, Interfacing and Streaming, ATSC 3.0, Digital Audio Compression Techniques, Digital Television, Audio Loudness Management and Video Format and Standards Conversion. Important updates have been made to incumbent topics such as AM Shortwave, FM and Television Transmitting Systems, Studio Lighting, Cameras and Principles of Acoustics. The big picture comprehensive nature of the NAB Engineering Handbook will appeal to all broadcast engineers, everyone from broadcast chief engineers who need expanded knowledge of all the specialized areas they encounter in the field to technologists in specialized fields like IT and RF who are interested in learning about unfamiliar topics. Chapters are written to be accessible and easy to understand by all levels of engineers and technicians. A wide range of related topics that engineers and technical managers need to understand are covered including broadcast documentation, FCC practices, technical standards, security, safety, disaster planning, facility planning, project management and engineering management.

Lean Software Development in Action Andrea Janes, Giancarlo Succi, 2014-11-14. This book illustrates how goal oriented automated measurement can be used to create Lean organizations and to facilitate the development of Lean software while also demonstrating the practical implementation of Lean software development by combining tried and trusted tools. In order to be successful a Lean orientation of software development has to go hand in hand with a company's overall business strategy. To achieve this two interrelated aspects require special attention: measurement and experience management. In this book Janes and Succi provide the necessary knowledge to establish Lean software company thinking while also exploiting the latest approaches to software measurement. A comprehensive company wide measurement approach is exactly what companies need in order to align their activities to the demands of their stakeholders to their business strategy etc. With the automatic non invasive measurement approach proposed in this book even small and medium sized enterprises that do not have the resources to introduce heavyweight processes will be able to make their software development processes considerably more Lean. The book is divided into three parts. Part I: Motivation for Lean Software Development explains just what Lean Production means, why it can be advantageous to apply Lean concepts to software engineering and which existing approaches are best suited to achieving this. Part II: The Pillars of Lean Software Development presents the tools needed to achieve Lean software development: Non invasive Measurement, the Goal Question Metric approach and the Experience Factory. Finally Part III: Lean Software Development in Action shows how different tools can be combined to enable Lean Thinking in software development. The book primarily addresses the needs of all those working in the field of software engineering who want to understand how to establish an efficient and effective software development process. This group includes developers, managers and students pursuing an M.Sc. degree in software engineering.

New Advances in Information Systems and Technologies Álvaro

Rocha, Ana Maria Correia, Hojjat Adeli, Luis Paulo Reis, Marcelo Mendonça Teixeira, 2016-03-15 This book contains a selection of articles from The 2016 World Conference on Information Systems and Technologies WorldCIST 16 held between the 22nd and 24th of March at Recife Pernambuco Brazil WorldCIST is a global forum for researchers and practitioners to present and discuss recent results and innovations current trends professional experiences and challenges of modern Information Systems and Technologies research together with their technological development and applications The main topics covered are Information and Knowledge Management Organizational Models and Information Systems Software and Systems Modeling Software Systems Architectures Applications and Tools Multimedia Systems and Applications Computer Networks Mobility and Pervasive Systems Intelligent and Decision Support Systems Big Data Analytics and Applications Human Computer Interaction Health Informatics Information Technologies in Education Information Technologies in Radiocommunications

Microsoft Office Project 2003 Bible Elaine Marmel, 2004-01-21 A comprehensive soup to nuts resource that shows business people how to master the latest version of this popular project management software Begins with an overview of project management basics and moves on to showing how to create a new project track a project s progress and work in groups More advanced topics discussed include customizing Project using macros and importing and exporting information Includes coverage of building tasks using views modifying the appearance of a project and resolving scheduling and resource problems plus new sample projects and a new chapter on using Visual Basic for Applications VBA and VBScript with Project Provides expanded coverage of Project Server installation hardware and software requirements and software configurations all needed to ensure that Project Server is administered and used effectively CD ROM includes sample projects bonus appendixes and demo software

Communicating Emergency Preparedness Damon P. Coppola, Erin K. Maloney, 2017-04-28 This fully revised edition of Communicating Emergency Preparedness Practical Strategies for the Public and Private Sectors includes timely case studies events and references to articles and opinions about the direction of emergency preparedness communication The authors draw upon their professional endeavors to inject a new sense of practicality to the text New images displaying emergency preparedness campaigns are used to further illustrate the materials being presented For instructors and practitioners alike this book continues to provide the how to instruction that is often required and will only improve upon the success of the first edition in doing so

Pixologic ZBrush 2018: A Comprehensive Guide, 5th Edition Prof. Sham Tickoo, 2019 Pixologic ZBrush 2018 A Comprehensive Guide covers all features of ZBrush 2018 which is a powerful modeling and sculpting software developed by Pixologic Inc and is used for developing highly detailed characters for movies games and digital design projects The book provides in depth details of the concepts and explains the usage and functions of the most commonly used tools of ZBrush In this edition new feature such as ZModeler NanoMesh and KeyShot renderer have been also been explained This book will unleash your creativity and transform your imagination into reality thus helping you create realistic 3D models This book caters to the needs of both the

novice and advanced users of ZBrush 2018 and is ideally suited for learning at your convenience and at your pace Salient Features Consists of 12 chapters 1 project that are organized in a pedagogical sequence Covers all aspects such as modeling texturing lighting animation in ZBrush Tutorial approach to explain the concepts and usage of tools First page of every chapter summarizes the topics that are covered in the chapter Additional information is provided throughout the book in the form of notes and tips Self Evaluation test Review Questions at the end of each chapter so that the users can assess their knowledge Table of Contents Chapter 1 Exploring ZBrush Interface Chapter 2 Sculpting Brushes Chapter 3 Introduction to Digital Sculpting Chapter 4 SubTools and FiberMesh Chapter 5 ZSpheres Chapter 6 DynaMesh NanoMesh and ZRemesher Chapter 7 ShadowBox Chapter 8 Materials in ZBrush Chapter 9 Texturing in ZBrush Chapter 10 UV Master Chapter 11 Lighting Chapter 12 Rendering Project 1 Cartoon Character Modeling Index

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