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#### 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.

Cher Views: Provides additional views:

- Task Form: Detailed information of the solers took.
- · Task Sheet: List of all the tasks and selected details.
- . Timeline: An expanded view of the Signature.

### **Keystroke Shortcuts**

Save Project File	«Ctrl» + «S»
Close Current Project	«Ctri» + «W»
Open Existing Project	«Ctrl» + «O»
Print/Print Preview	<ctrl> + <p></p></ctrl>
Task or Resource Information	<shift> + <f2></f2></shift>
Assign Resources	«Alt» + «F10»
Copy	-cCtrls- + -cCs-
Cut	«Ctrl» « «X»
Paste	«Ctrl» + «V»
Help	<f1></f1>
Go To Selected Task	<ctrl> + <shift> + <f5></f5></shift></ctrl>
Link Selected Task	«Ctrl» + «F2»
Unlink Selected Task	«Ctrl» + «Shift» + «F2»
Create a Hyperlink	«Ctrl» « «K»
Zoom In	«Ctrib» «/»
Zoom Out	«Ctrl» + «Shift» + « * »
Undo	«Ctrl» • «Z»
Redo	«Ctrl» + «Y»
Bold	<ctrl> + <b></b></ctrl>
Italics	<ctrl> +  d&gt;</ctrl>
Underline	«Ctrib» » «Ub»

# Project 2013 Quick Reference Card



#### 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 Spetting in the Proofing group.
- To Use Undo and Redo: Click the Undo button and Redio button on the Quick Access toolbar.
- To Adjust the Timescale: Select the VIEW. tab and choose from the options in the Times calle list arrow in the Zoom group.
- To Adjust the Zoom Level: Select the VIEW tab and click the Zo-om 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 dick 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, dick 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 planfor the entire project or selected tasks, and click.
- To Set an Interim Plan: Click the PROJECT tab. dick 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.

# **Microsoft Project 2013 Guide**

Paul E. Harris

#### **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 to access files and other information 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 Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance

make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project's power tools Customize Project's features and views and transfer info via the cloud using Microsoft SkyDrive **Project Management Using Microsoft Project 2013** Gus Cicala, 2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager's perspective It is also an excellent preparation guide for Microsoft Exam 74 343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based on PMI s Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365 Microsoft Project 2013 Quick Guide for Beginners Kugan Panchadsaram, 2013-01-01 **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 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 What's New Microsoft Project 2013 Dale A. Howard, Gary L. Chefetz, 2013-04-21 Teach yourself how to use the new features in Microsoft Project 2013 by working the hands on lessons using the practice files from the book download Take command of the powerful new reporting features and explore the deep integration with SharePoint task lists and how to use Project 2013

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