

# Project 2013



## Quick Start Guide

Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

### Quick Access Toolbar

Customize this area so your favorite commands are always visible.

### Explore commands on the ribbon

Each ribbon has groups, and each group has a set of related commands.

### Show or hide the ribbon

Click **Ribbon Display Options** or press **Ctrl+R** to hide or show the ribbon.

### Manage projects

Open, save, print and share your projects. Also change options and account settings in this view.

### Change views

Work faster in the right view. Choose Gantt Chart, Task Usage, Team Planner, or Resource Sheet.

### Show Key Tips

If you'd rather use the keyboard, press **Alt** to show keys that let you access commands on the ribbon.

And yes, keyboard shortcuts you've used before will still work.

### See task information in one place

On the left, task information is in easy-to-scan rows and columns. On the right, duration information is graphically displayed as bars on a timescale—all in one view.

### Zoom in or out

Drag the zoom slider to grow or shrink the timescale.

# Ms Project 2013 Quick Guide

**Victor M. Corman**



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