

# MICROSOFT PROJECT PROFESSIONAL 2013 201 - PROJECT PROFESSIONAL 2013 FIRST LOOK: NEW FEATURES, ENHANCEMENTS & MIGRATION BRIEFING



## OVERVIEW

In this quick reference guide, we will discuss the new features and enhancements in Microsoft Project 2013 for users migrating from earlier Project versions. A working knowledge of Project is recommended. This guide applies to the Project Standard 2013 and Project Professional 2013 editions.

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## USER INTERFACE

Microsoft Office 2013 applications are designed with a more elegant look and rely on the **Ribbon** which replaces the traditional menu bar and toolbars. New interface features also include the **Backstage View**, the **Quick Access Toolbar**, improved **Navigation and Formatting** in project plans, as well as numerous enhancements that will be discussed throughout this quick reference guide.

## GETTING STARTED

Project 2013 offers a new launch screen that allows you to work on files recently used, open existing files or create new ones from templates. Press Esc or click **Blank Project** if you wish to start creating a new project plan. In addition, Project 2013 features the Office Backstage View through the File command. For example, you can save, print, publish, convert or close files. The following section details the commands found "behind the scenes" in the Microsoft Office Backstage View.

### > File Management: Save, Save As, Open, Close

1. Use the **Save, Save As, Open and Close** commands to manage your files. You can also save the current file in one of many different formats - click **File/Save As/Computer/Browse**, then click **Save as type** to choose from formats such as: Project templates, Project 97-2003, a Project XML document, PDF (Portable Document Format), Excel worksheets and others. Project 2013 uses the .mpp file extension for directly compatibility with Project 2007/2010.



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