

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.

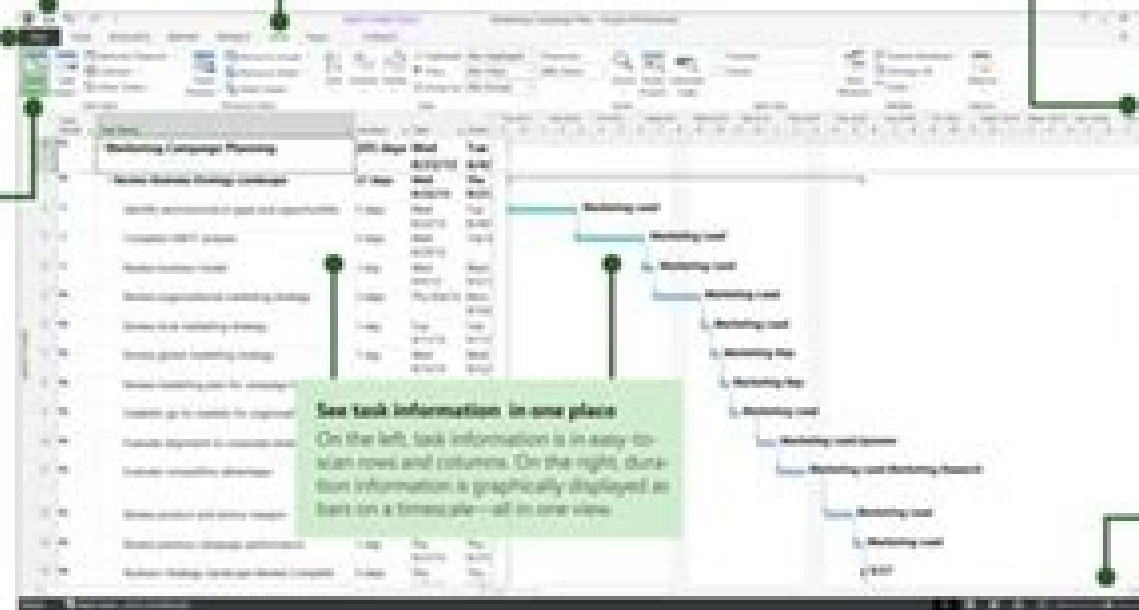
And yes, keyboard shortcuts you've used before will still work.

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.



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Sebastian Brünink

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