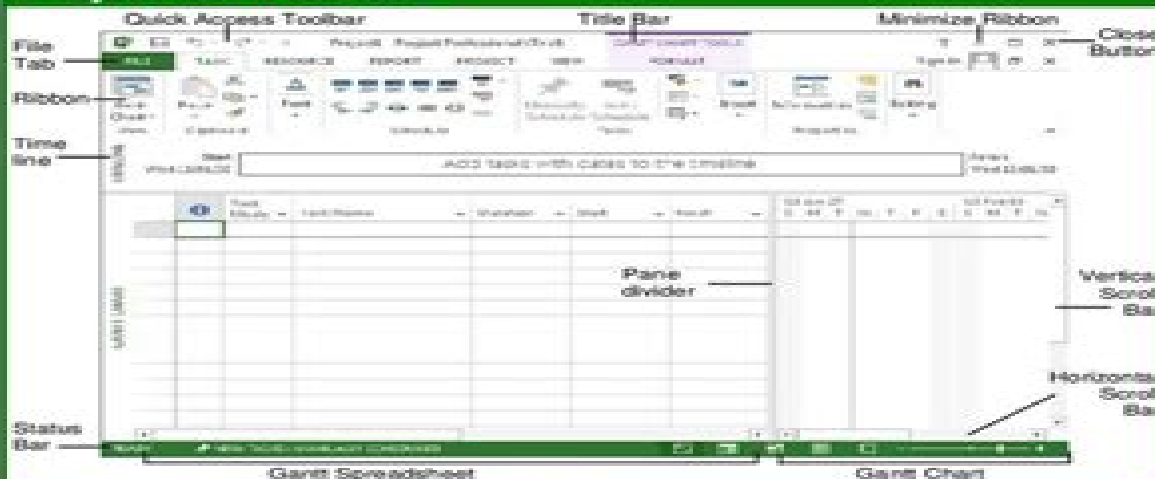


Microsoft®
Project 2013
 Quick Reference Card

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 Reference Guide

Guillaume Favre

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red-to-white gradient semi-circle on the right side.

Microsoft Project 2013 Reference Guide:

Microsoft Project 2013 Quick Reference Guide Eric Verzuh, 2015-01-31 **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.

Managing Projects Using Microsoft Project 2013 Gus Cicala, 2013-10-18 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager's perspective. 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 Reference Guide** Beezix,2013-02-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2013 The following topics are covered Setting the Project Start Date Describing a Project Switching to a Different View Switching to Unlisted Views Undoing Changes Entering Task Information in a Sheet Entering or Changing Task Duration Using Automatic Scheduling Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting a Task Clearing or Deleting Rows Zooming in a View Moving or Copying Rows Copying Data to Adjacent Cells Changing Gantt Chart Appearance Viewing the Task Path Safeguarding Project Files Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Recording Actual Progress of Tasks Setting up the Printout Previewing and Printing Printing Reports Transferring Data to Other Project Files Also includes a list of Selection and Movement Shortcuts [Altova® UModel® 2013 User & Reference Manual](#) , [Altova® DatabaseSpy 2013 User & Reference Manual](#) , [Altova® XMLSpy® 2013 User & Reference Manual](#) , [Altova® MapForce® 2013 User & Reference Manual](#) , **Microsoft Project 2013 Quick Reference Guide** Beezix,2013-02-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2013 at the intermediate level The following topics are covered Indenting or Demoting Tasks Outdenting or Promoting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Examining the Critical Path Showing Slack Hiding Negligible Amounts of Slack Filtering Tasks Adjusting Date Constraints Using a Deadline Entering or Reading Task Notes Using a Different Relationship Type Lag Lead Time Changing Relationship Type or Lag Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours Noting a Resource s Variant Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime Booking Additional Resources to a Task Using Effort Driven Scheduling Adjusting when a Resource Works Checking Resource Usage Determining Resource Load Leveling Resources Quickly Viewing Different Field Collections Showing or Deleting a Progress Line Monitoring Progress Accessing a Subproject File Communicating Plans and Progress

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

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Or 2019 & PMBOK Guide Sixth Edition Paul E. Harris,2019-02-15 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Sixth Edition processes and wish to learn how to use Microsoft Office Project 2013 2016 or 2019 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users Microsoft Project 2013 2016 or 2019 to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to more advanced features There is also a new chapter which introduces the Microsoft Project Server functions A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Sixth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter Primarily a Microsoft Project book it has been written for people learning to use Microsoft Project in a project environment applying the PMBOK R Guide Sixth Edition processes It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference between Microsoft Project and other scheduling software Explains some of the more difficult calculations often omitted in other books Includes exercises to reinforce the learning outcomes a large number of screen dumps numerous tips a detailed index and command list at the start of each chapter as a quick reference It has a chapter dedicated to the new functions available in Microsoft Project 2010 About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International a PRINCE2 Registered Practitioner an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and

run project controls systems His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software **IT Consultant Diploma - City of London College of Economics - 12 months - 100% online / self-paced** City of London College of Economics, Overview This course deals with everything you need to know to become a successful IT Consultant Content Business Process Management Human Resource Management IT Manager s Handbook Principles of Marketing The Leadership Information Systems and Information Technology IT Project Management Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link **Planning and Control Using Microsoft Project 2013 Or 2016 and PMBOK Guide Fifth Edition** Paul E. Harris,2016-04-20 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2013 or 2016 to plan and control their projects in a PMBK Guide environment and discover how to gain the most from the software The book is designed for users Microsoft Project 2013 or 2016 to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to more advanced features There is also a new chapter which introduces the Microsoft Project Server functions A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for learning the software or as a reference book The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter Microsoft Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author s previous book **Planning and Control Using Microsoft Project 2013 PMBOK Guide** Paul E Harris,2014-10-15 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2013 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software It starts with the basics required to create a schedule through resource planning and on to the more advanced features A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project The book is packed with screen shots constructive tips and is suitable as a training course handout for

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Martin Vaughan Director Core Consulting Group Melbourne AU About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through ACEI International a PRINCE2 Registered Practitioner an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software

Project 2013 In Depth Scott Daley,2013-03-18 Project 2013 In Depth is the beyond the basics beneath the surface guide for every serious Project 2013user who wants to get more done in less time Renowned Microsoft Project expert Scott Daleyprovides specific tested proven solutions to the problems experienced users run into every day challenges other books ignore or oversimplify Daley thoroughly explores all aspects of working with Project 2013 including planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and much more He especially focuses on tools for efficiently performing complex project management tasks and on Project 2013 s most significant new improvements including its new cloud online and mobile options Like all In Depth books Project 2013 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Combining learning reference and problem solving it s the only Project 2013 book you need

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Project Management Using Microsoft Project 2016 Gus Cicala,2017-03-26 This

training and reference guide provides a comprehensive coverage of Project Management theory that is applied to the use of Microsoft Project 2016 from the project manager's perspective. Our debut of Project Management Using Microsoft Project 2013 was well received by the project management community in over 25 countries. It has been so successful that we decided to convert that work to our new version for Project Management Using Microsoft Project 2016. We have improved the hands-on exercises with new features; we have recaptured the screen images in larger improved quality and higher resolution. We have also added the new features in Microsoft Project 2016, especially the new Resource Engagement feature. This text has been created to serve as a comprehensive reference and training guide that presents the main principles of project management theory which is then applied to the best practices of using Microsoft Project 2016. When used cover to cover, this text serves as a comprehensive guide to running a project from definition and initiation through execution and closeout, accompanied with hands-on guidance that shows how to effectively apply project management principles to the use of Microsoft Project. The hands-on exercises are delivered in appropriate detail that provide detailed step-by-step illustrations supported by actual Microsoft Project files that can be downloaded from our training web page. This is the same training material that we use to deliver all our Microsoft Project 2016 training for our clients. Each chapter begins with a list of learning objectives and finishes with 25-50 questions that reinforce the learning that occurs throughout each chapter. For academic audiences, we provide the answer key for all questions and supporting PowerPoint slides for instructors. This training material and reference is also an excellent preparation guide for passing the Microsoft certification Exam 74-343 Managing Projects with Microsoft Project 2016. See Microsoft Exam 74-343 <https://www.microsoft.com/en-us/learning/exam-74-343.aspx>. This guide has been created to serve as the most comprehensive reference and training guide available, assembling content and best practices honed over our 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 in the use of Microsoft Project 2016. The information in this book was selected based on Project Assistants' 21 years of project management consulting, Microsoft Project training, and managing real projects with Microsoft Project with real clients in real project scenarios. This book is one of a kind that covers Microsoft Project from the desktop all the way through the enterprise capabilities, including specific training for Microsoft Project 2016 Standard, Microsoft Project 2016 Professional, Microsoft Project Server 2016, Microsoft Project Web Application (PWA), Microsoft Project Online for Office 365.

Project Management Using Microsoft Project 2019 Gus Cicala, 2019. Project Management Using Microsoft Project is an all-in-one training guide, textbook, and reference that covers each product of the Microsoft Project 2019 suite. 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 and then demonstrate how to effectively leverage that value through the use of Microsoft Project 2019. This is the third edition of a text that has been well received by the project management community across 25 different countries since the release of Project 2013. The information in this book was selected based on Project Assistants' 25 years of project management consulting, Microsoft Project training, and managing real world projects with Microsoft Project. This text is carefully designed to serve as a training guide, textbook, and/or reference guide. Included with the book are hands-on exercises with step-by-step illustrations built from actual Microsoft Project files that can be downloaded from our training webpage. There is a robust index as well as intuitively organized and clearly delineated sections, chapters, and sub-sections for easy reference. Each chapter has a learning-oriented structure with objectives at the beginning and 25-50 questions at the end that reinforce those points of emphasis. We also provide all answer keys and supporting PowerPoint slides for academic instructors upon request.

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