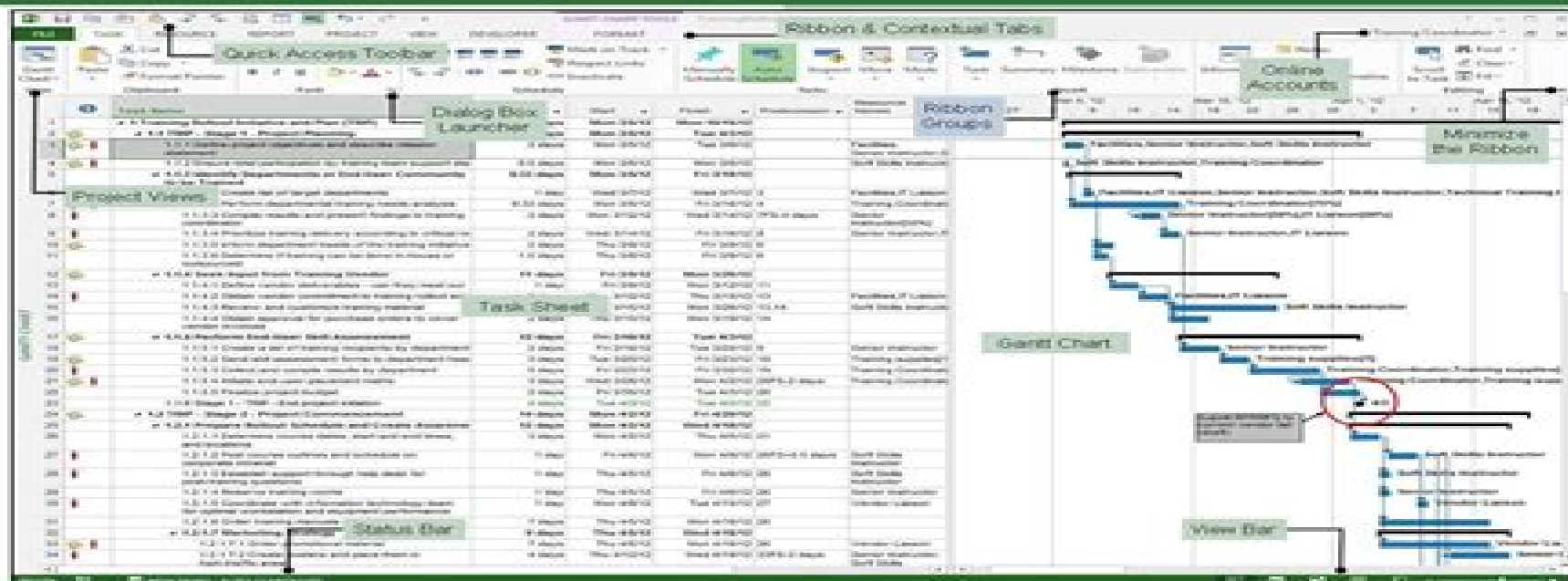


MICROSOFT PROJECT PROFESSIONAL 2013 201 - PROJECT PROFESSIONAL 2013 FIRST LOOK: NEW FEATURES, ENHANCEMENTS & MIGRATION BRIEFING



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.

Inside This Guide

The Backstage View.....	1
The Ribbon & Its Elements.....	3
The Task Tab.....	4
The Resource & Report Tabs.....	6
The Project & View Tabs.....	7

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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S Marginson



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screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting from other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule *The Publishers Weekly* ,2000 InfoWorld ,1989-01-30 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **The Software Encyclopedia 2000** Bowker Editorial Staff,2000-05 **InfoWorld** ,1992-04-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects The Software Encyclopedia ,1988 *InfoWorld* ,1990-11-26 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *PC* ,1989 **Population Reports** ,2006 *Forthcoming Books* Rose Arny,2000 **Government Reports Annual Index** ,1978 Sections 1 2 Keyword Index Section 3 Personal author index Section 4 Corporate author index Section 5 Contract grant number index NTIS order report number index 1 E Section 6 NTIS order report number index F Z PC Magazine ,1989 **The British National Bibliography** Arthur James Wells,1995 **Windows Magazine** ,1999 **Business Mini/micro Software Directory** ,1985

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Table of Contents Microsoft Project Quick Reference Guide 20

1. Understanding the eBook Microsoft Project Quick Reference Guide 20
 - The Rise of Digital Reading Microsoft Project Quick Reference Guide 20
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project Quick Reference Guide 20
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project Quick Reference Guide 20
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project Quick Reference Guide 20

- Personalized Recommendations
- Microsoft Project Quick Reference Guide 20 User Reviews and Ratings
- Microsoft Project Quick Reference Guide 20 and Bestseller Lists
- 5. Accessing Microsoft Project Quick Reference Guide 20 Free and Paid eBooks
 - Microsoft Project Quick Reference Guide 20 Public Domain eBooks
 - Microsoft Project Quick Reference Guide 20 eBook Subscription Services
 - Microsoft Project Quick Reference Guide 20 Budget-Friendly Options
- 6. Navigating Microsoft Project Quick Reference Guide 20 eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Project Quick Reference Guide 20 Compatibility with Devices
 - Microsoft Project Quick Reference Guide 20 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project Quick Reference Guide 20
 - Highlighting and Note-Taking Microsoft Project Quick Reference Guide 20
 - Interactive Elements Microsoft Project Quick Reference Guide 20
- 8. Staying Engaged with Microsoft Project Quick Reference Guide 20
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project Quick Reference Guide 20
- 9. Balancing eBooks and Physical Books Microsoft Project Quick Reference Guide 20
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project Quick Reference Guide 20
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project Quick Reference Guide 20
 - Setting Reading Goals Microsoft Project Quick Reference Guide 20
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project Quick Reference Guide 20

- Fact-Checking eBook Content of Microsoft Project Quick Reference Guide 20
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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