

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.



Microsoft Project 2013 Reference Guide

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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 in 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 in 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

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[Altova® XMLSpy® 2013 User & Reference Manual](#) , [Altova® MapForce® 2013 User & Reference Manual](#) , *Microsoft Project 2013 Quick Guide for Beginners* Kugan Panchadsaram,2013-01-01 **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

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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

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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 re captured 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 thru 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 download 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

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