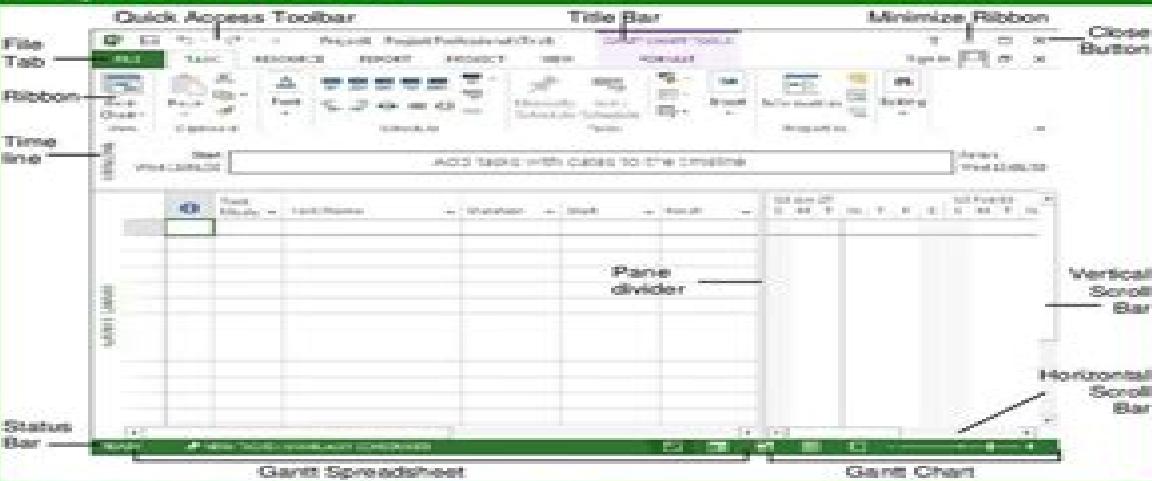


Microsoft® Project 2013

Quick Reference Card

Project 2013 Screen



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.

Common Views

To Display a Viewer: 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 selected task.
- **Task Sheet**: List of all the tasks and selected details.
- **Timeline**: An expanded view of the timeline.

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> + B
Italics	<Ctrl> + I
Underline	<Ctrl> + U

Microsoft Project Quick Reference Guide

Paul Harris

Microsoft Project Quick Reference Guide:

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Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Project 2003. The following topics are covered: Starting a New Project, Setting the Project Start Date, Describing a Project Properties, Switching Views, Unlisted Views, Using Project Guides, Entering Tasks, Entering or Changing Task Duration, Sequencing Tasks, Unlinking Tasks, Changing Data in One or More Rows, Inserting, Deleting Rows, Zooming, Moving or Copying, Changing Gantt Chart Appearance, Setting the Calendar, Creating a New Group Calendar, Entering a Human Resource, Entering a Consumable Resource, Booking a Resource to a Task Using Resource Driven Scheduling, Saving the Baseline, Using Different Toolbars, Showing Planned vs Actual in the Gantt Chart, Displaying Project Statistics, Changing the Progress of Tasks, SmartTags, Setting up the Printout and Transferring Data to Other Project Files. Also includes Lists of Selection and Movement Shortcuts. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user.

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Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Entering a Cost Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout Previewing and Printing Transferring Data to Other Project Files Also includes List of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for Project 2007 Project 2007 Creating a Basic Project Project 2007 Handling Complexity

Microsoft Project 2016 Quick Reference Guide Managing Complexity -

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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 **Microsoft Project 2003 Tips Quick Reference Guide** Beezix, Inc Staff,2004-03 Laminated quick reference guide showing tips and rules of thumb for managing project files better in Microsoft Project 2003 Topics include Project Management Checklist Schedule a Project from a Start Date Use Project Templates Tips for Entering Task Information Establishing Precedence in a Project Plan Saving Without a Baseline Set Up Base and Resource Calendars Ways of Shortening the Critical Path Managing Resources Effectively Improving Network Diagrams Efficient Formatting and Editing Miscellaneous Tips and Help Resources This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Project 2000 : Quick Reference Guide* Nevada Learning Series Inc,2000

Planning and Control Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use Microsoft Project 2010 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 **Planning and Scheduling Using Microsoft Office Project 2007** Paul E. Harris,2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government and defense Microsoft Project 98 Quick Source Reference Guide Quick Source Staff,2000-06-01

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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 Quick Reference Guide Book Review: Unveiling the Magic of Language

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