



### 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 .mpj file extension for direct compatibility with Project 2007/2010.

File
Open
New
Save As
Print
Share

# Microsoft Project 2013 Reference Guide

**R Pring**

## **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    **Altova® UModel® 2013 User & Reference Manual** ,    *Altova® DatabaseSpy 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 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® 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 handle a project

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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

### **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

**Project 2013 Absolute Beginner's Guide** Brian Kennemer,Sonia Atchison,2013-07-26 Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you ve never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner s guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master today s best project management techniques Use Project

2013 to solve many key project management problems Master Project's revamped interface from Start screen to Backstage Leverage Project 2013's best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by integrating Project with SharePoint and Office Securely share project data with team participants and stakeholders Improve efficiency by customizing Project's interface to your needs Coherently manage complex project portfolios Extend project management to smartphones tablets and the cloud Brian Kennemer Microsoft MVP for Project and Project Server has worked with Project since 1997 He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years and has helped several Microsoft Partners design and deploy Project Server based systems Sonia Atchison has worked with Microsoft Project since 1999 In 2006 she joined Microsoft's writing team producing extensive help content videos and content for Office.com and TechNet **Project 2013 In Depth** Scott Daley, 2013-08-14 Do more in less time This book is packed with intensely useful Project 2013 knowledge tips and shortcuts you just won't find anywhere else It's the fastest best way to master every phase of project management with Project 2013 initiation planning scheduling resource assignments tracking revision completion and more You'll get comfortable with Project 2013's most valuable new features master powerful new cloud based tools for running your projects even learn to manage complex project portfolios for your entire organization Discover what's new in Project 2013 and get started with new projects fast Apply project management best practices through Project 2013 Initiate plan and organize projects to maximize your odds of success Create realistic schedules for your project and all your team members Define task logic to intelligently link sequences of activities Identify and eliminate bottlenecks before they interfere with your project Use Project's automated scheduling engine to optimize efficiency Review and tweak your schedule using views tables filters and groups Track your project's progress and analyze your performance to date Adjust resources tasks and schedules to reflect project changes Officially close your project and evaluate it via Lessons Learned analyses or Earned Value tracking Tailor Project 2013 to your individual and organizational needs Leverage Project 2013's powerful cloud based collaboration features Customize reports including Project 2013's advanced Visual Reports Work with multiple projects at once and resolve complex resource allocation problems Integrate Project 2013 with other Microsoft Office and third party applications All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can't fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2013 book you need

**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.

*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 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 Assistant's 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 thru 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, Microsoft Project Online for Office 365, Microsoft Project 2013, Microsoft Project 2016 And 2019.

**Planning and Control Using Microsoft Project 2013, 2016 And 2019** Paul E. Harris, 2019-02-15. This 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. Microsoft R Project 2019 is a minor update of Microsoft R Project 2016 and therefore this book covers versions 2013, 2016 and 2019. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book, *Planning and Scheduling using Microsoft R Project 2013 and 2016*. It has revised workshops and includes the new functions of Microsoft Project 2016. This publication was written so it may be used as a training manual or a self-teach book or a user guide. The book stays focused on the information required to create and update a schedule with or without resources using Microsoft R Project 2013, 2016 and 2019 by concentrating on the core functions required to plan and control a project. Keeping the information relevant to each topic in the appropriate chapter. Providing a quick reference at the start of each chapter listing the chapter topics. Providing a comprehensive index of all topics. The book is aimed at Project managers and schedulers who wish to learn the software, however are unable to attend a training course or require a reference book. Project management companies in industries such as building, construction, oil, gas, software development, government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software. Training organizations who require a training manual to run their own courses. About the Author: Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACE International, a certified PRINCE2™ 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 with a strong focus on Microsoft and Primavera software.

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