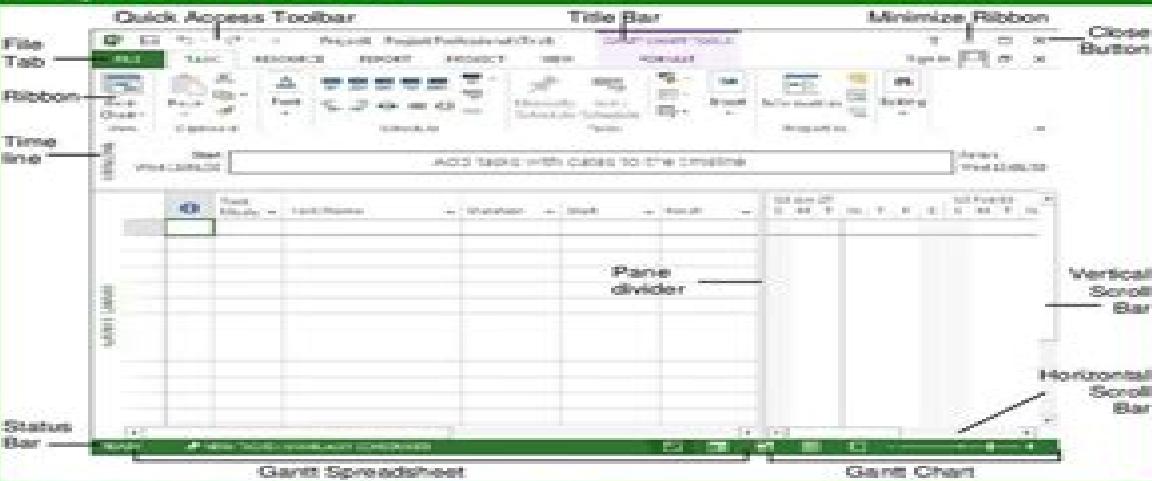


Microsoft® Project 2013

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

Beezix, Inc Staff

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Zooming in a View Moving or Copying Items Changing Gantt 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**

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