

# 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.



# Microsoft Project 2013 Reference Guide

**Gus Cicala**



## **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, 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, 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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**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

**Planning and Control Using Microsoft Project**

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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



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## **Table of Contents Microsoft Project 2013 Reference Guide**

1. Understanding the eBook Microsoft Project 2013 Reference Guide
  - The Rise of Digital Reading Microsoft Project 2013 Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2013 Reference Guide
  - 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 2013 Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2013 Reference Guide
  - Personalized Recommendations
  - Microsoft Project 2013 Reference Guide User Reviews and Ratings
  - Microsoft Project 2013 Reference Guide and Bestseller Lists
5. Accessing Microsoft Project 2013 Reference Guide Free and Paid eBooks

- Microsoft Project 2013 Reference Guide Public Domain eBooks
- Microsoft Project 2013 Reference Guide eBook Subscription Services
- Microsoft Project 2013 Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Project 2013 Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Project 2013 Reference Guide Compatibility with Devices
  - Microsoft Project 2013 Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Project 2013 Reference Guide
  - Highlighting and Note-Taking Microsoft Project 2013 Reference Guide
  - Interactive Elements Microsoft Project 2013 Reference Guide
- 8. Staying Engaged with Microsoft Project 2013 Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Project 2013 Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2013 Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Project 2013 Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2013 Reference Guide
  - Setting Reading Goals Microsoft Project 2013 Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2013 Reference Guide
  - Fact-Checking eBook Content of Microsoft Project 2013 Reference Guide
  - 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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