

# Project 2013

## Quick Reference Card

### Project 2013 Screen



### Common Views

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

### 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.
- **To Save a Project File:** Click the **Save** button on the Quick Access toolbar or click **FILE** tab and select **Save** or **Save As** if you wish to change the file name or location.
- **To Set a Baseline Plan:** Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Click the **Set Baseline Plan** option, choose the baseline number, save the plan for the entire project or selected tasks, and click **OK**.
- **To Set an Interim Plan:** Click the **PROJECT** tab, click the **Set Baseline** drop list arrow in the Schedule group and choose **Set Baseline**. Select the baseline details and click **OK**. Click the **Set Interim plan** option, choose where to copy from and where they should be copied into, save the plan for the entire project or selected tasks, and click **OK**.
- **To Show or Hide the Planning Wizard:** Click the **FILE** tab and click **Options**. Click the **Advanced** tab and either select or deselect the **Advice from Planning Wizard** checkbox.
- **To View a Task's Usage:** Select the task and click the **VIEW** tab. Click the **Task Usage** button in the Task Views group.
- **To Get Help:** Press <F1> to open the Project Help task pane, type your question, and click the **Search** button.

### 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

**Guillaume Favre**



## **Microsoft Project Quick Reference Guide:**

□□□□□□ ,1981      **Microsoft Project 2010 Quick Reference Guide** Beezix, Inc Staff,2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path 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 or 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 This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity      Microsoft Project 2003 Creating a Basic Project Quick Reference Guide 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      *Microsoft Project Quick Reference Guide* ,1987      **Microsoft Project 98 : Quick Reference Guide** Nevada Learning Series Inc,2000      **Microsoft Project 2013 Quick Reference Guide** Eric Verzuh,2015-01-31      **Microsoft Project 2007 Quick Reference Guide** Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching to a Different View Unlisted Views Undoing Changes Using Project Guides Entering Task Information in a Sheet Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows

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

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

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



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