

# 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

**Wenbin Ji**



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

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*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

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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 2003** Nevada Learning Series Inc, 2004. *InfoWorld*, 1994-10-03. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies and projects.

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