

Project 2013



Quick Start Guide

Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

Customize this area so your favorite commands are always visible.

Explore commands on the ribbon

Each ribbon has groups, and each group has a set of related commands.

Show or hide the ribbon

Click **Ribbon Display Options** or press **Ctrl+R** to hide or show the ribbon.

Manage projects

Open, save, print and share your projects. Also change options and account settings in this view.

Change views

Work faster in the right view. Choose Gantt Chart, Task Usage, Team Planner, or Resource Sheet.

Show Key Tips

If you'd rather use the keyboard, press **Alt** to show keys that let you access commands on the ribbon.

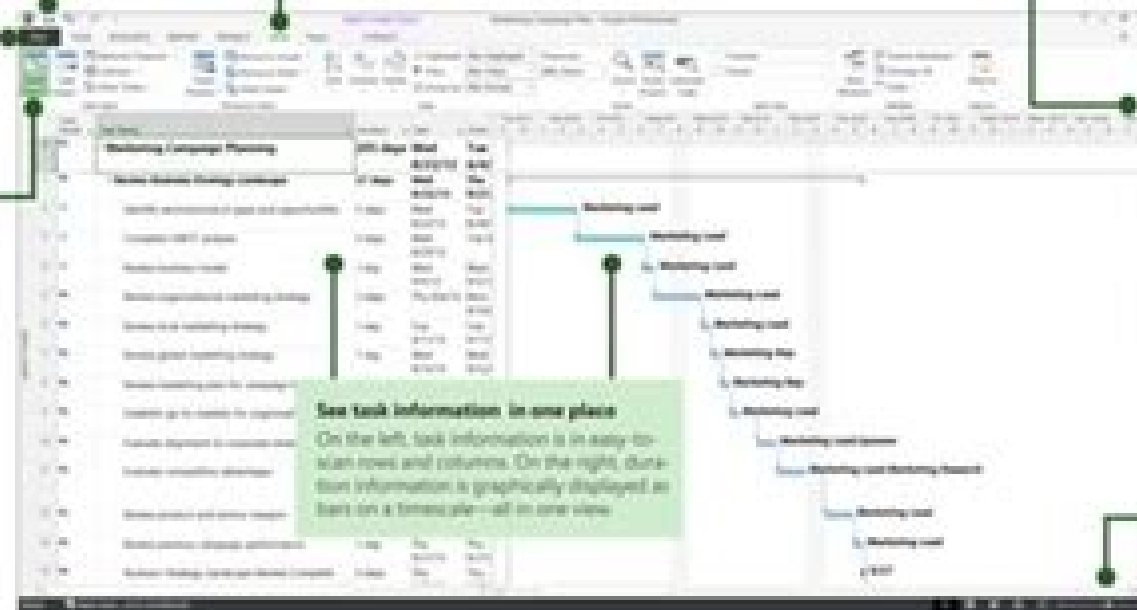
And yes, keyboard shortcuts you've used before will still work.

See task information in one place

On the left, task information is in easy-to-scan rows and columns. On the right, duration information is graphically displayed as bars on a timescale—all in one view.

Zoom in or out

Drag the zoom slider to grow or shrink the timescale.



Ms Project 2013 Quick Guide

Cynthia Snyder Stackpole



Ms Project 2013 Quick Guide:

Project 2013 Brian Kennemer, Sonia Atchison, 2013 Provides information on how to efficiently manage every phase of your project from up front planning through project completion and post mortems **Microsoft Project 2013 Quick Guide for Beginners** Kugan Panchadsaram, 2013-01-01 [Becoming a Project Manager](#) Amie Jane Leavitt, 2017-07-15 All projects require a competent manager and that is most certainly the case with big IT projects Technical project managers supervise all aspects of the project manage personnel oversee budgets ensure that the work stays on schedule and execute communication plans between all parties In this title readers will find out if they have what it takes to become a technical project manager They will learn what the job entails what skills and personality are required for the job the types of training and education needed and what a typical day on the job is like **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 successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive *Microsoft Project 2013 Quick Reference Guide* Eric Verzuh, 2015-01-31 **The Future of Agricultural Landscapes, Part II**, 2021-03-18 Advances in Ecological Research Part Two Volume 64 the latest release in this ongoing series includes specific chapters on Tropical Ecosystems in the 21st Century Chapters in this volume cover topics such as landscape scale expansion of agroecology to enhance natural pest control a systematic review and ecosystem services and the resilience of agricultural landscapes Provides information that relates to a thorough understanding of the field of ecology Deals with topical and important reviews on the physiologies populations and communities of plants and animals [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 **Microsoft Project 2007** Bonnie Biafore,2007 Big and small projects alike include schedules budgets communications and changes This guide teaches readers how to track and adjust schedules and budgets test scenarios and understand the impact of changes **Microsoft Project 2013 Plain & Simple** Ben Howard,2013 *The Oxford Handbook of Social Work in Health and Aging* Daniel B. Kaplan,Barbara Berkman,2016 This Second Edition of the Handbook addresses the evolving interdisciplinary health care context and the broader social work practice environment as well as advances in the knowledge base which guides social work service delivery in health and aging This includes recent enhancements in the theories of gerontology innovations in clinical interventions and major developments in the social policies that structure and finance health care and senior services In addition the policy reforms of the 2010 Patient Protection and Affordable Care Act set in motion a host of changes in the United States healthcare system with potentially profound implications for the programs and services which provide care to older adults and their families In this volume the most experienced and prominent gerontological health care scholars address a variety of populations that social workers serve and the arenas in which they practice followed by detailed recommendations of best practices for an array of physical and mental health conditions The volume s unprecedented attention to diversity health care trends and implications for practice research policy make the publication a major event in the field of gerontological social work This is a Must Read for all social work social work educators practitioners and students interested in older adults and their families Professional Team Foundation Server 2013 Steven St. Jean,Damian Brady,Ed Blankenship,Martin Woodward,Grant Holliday,2014-05-19 Team Foundation Server is now for everyone Team Foundation Server is an integral part of Microsoft s Application Lifecycle Management suite for managing and delivering software projects The 2013 update has opened up TFS for everyone by expanding capabilities to support iOS MacOS Android and Java development Professional Team Foundation Server 2013 covers the latest updates for Agile Project Management Test Case Management Release Management and shows new users the TFS workflow for managing and delivering products The authors leverage their positions as MVP Microsoft insiders to guide you step by step through all things TFS as well as help prepare you for the Team Foundation Server Certification Exam Provides a broad overview of Team Foundation Server for developers software project managers testers business analysts and others wanting to learn how to use TFS Gives TFS administrators the tools they need to efficiently monitor and manage the TFS environment Covers core TFS functions including project management work item tracking version control test case management build automation reporting Explains

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Encyclopedia of Pharmacy Practice and Clinical Pharmacy, 2019-06-28 Encyclopedia of Pharmacy Practice and Clinical Pharmacy Three Volume Set covers definitions concepts methods theories and applications of clinical pharmacy and pharmacy practice It highlights why and how this field has a significant impact on healthcare The work brings baseline knowledge along with the latest most cutting edge research In addition new treatments algorithms standard treatment guidelines and pharmacotherapies regarding diseases and disorders are also covered The book's main focus lies on the pharmacy practice side covering pharmacy practice research pharmacovigilance pharmacoeconomics social and administrative pharmacy public health pharmacy pharmaceutical systems research the future of pharmacy and new interventional models of pharmaceutical care By providing concise expositions on a broad range of topics this book is an excellent resource for those seeking information beyond their specific areas of expertise This outstanding reference is essential for anyone involved in the study of pharmacy practice Provides a one stop resource for access to information written by world leading scholars in the field Meticulously organized with articles split into three clear sections it is the ideal resource for students researchers and professionals to find relevant information Contains concise and accessible chapters that are ideal as an authoritative introduction for non specialists and readers from the undergraduate level upwards Includes multimedia options such as hyperlinked references and further readings cross references and videos

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Massage Therapy - E-Book Susan G. Salvo, 2015-03-25 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo's Massage Therapy Principles and Practice 5th Edition brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new line drawings in the kinesiology chapter of origins and insertions that match the painted skeletons found in most classrooms It makes the essential principles of massage therapy more approachable and prepares you for success in class on licensing and board certification exams and in a wide range of therapeutic practice settings Clear straightforward approach simplifies complex content for easier understanding Complete anatomy and physiology section in addition to material on techniques

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Massage Therapy Susan G. Salvo, 2015-04-13 Covering massage fundamentals techniques and anatomy and physiology Susan Salvo s Massage Therapy Principles and Practice 5th Edition brings a whole new meaning to the word comprehensive This student friendly text boasts more than 700 illustrations and expanded sections on neuroscience research and special populations plus new line drawings in the kinesiology chapter of origins and insertions that match the painted skeletons found in most classrooms It makes the essential principles of massage therapy more approachable and prepares you for success in class on licensing and board certification exams and in a wide range of therapeutic practice settings Clear straightforward approach simplifies complex content for easier understanding Complete anatomy and physiology section in addition to material on techniques and foundations gives you all the information you need in just one book Certification Practice Exam on Evolve mimics the major certification exams in format and content builds confidence and helps increase pass rates Over 700 high quality illustrations including line drawings and halftones clarify difficult concepts in vibrant detail Case studies challenge you to think critically and apply your understanding to realistic scenarios foster open mindedness and stimulate dialogue Profile boxes provide an inspirational real world perspective on massage practice from some of the most respected authorities in massage and bodywork Clinical Massage chapter focuses on massage in clinical settings like hospitals nursing homes and medical offices to broaden your career potential Two business chapters loaded with skills to make you more marketable and better prepared for today s competitive job market Video icons refer you to the Evolve site featuring about 120 minutes of video covering techniques routines client interaction sequences and case studies that facilitate the learning process and the practical application of the material Evolve icons listed in each chapter encourage you to go beyond the lecture and reading assignments and learn more on the Evolve site Evolve boxes at the end of each chapter list Chapter Extras found on Evolve that reinforce concepts learned in the

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Project 2013 For Dummies Cynthia Snyder Stackpole, 2013-04-12 An easy to understand guide to the latest version of Microsoft s enterprise project management software Project 2013 If you ve never used project management software before or if you re just getting up to speed on the new features in Project 2013 this is the book for you With this easy to understand guide you have a completely updated resource that covers the latest changes and newest enhancements to Project 2013 and shows you how to make Project 2013 work for you After an introduction to basic project management concepts you ll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Shows you how to manage resources share project information perform scenario analysis and standardize reporting processes Presents completely updated coverage of the new Project 2013 Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Take charge of your next project and ensure its success with a little help from Project 2013 For Dummies

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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

Keeling's Fetal and Neonatal Pathology T.Yee Khong, Roger D. G. Malcomson, 2015-09-02 This fifth edition of a successful book provides an overview of fetal and perinatal pathology concentrating on common problems especially where the anatomical pathology findings guide the direction of further investigations A new feature of this edition is an emphasis on the molecular aspects of pathology in the perinatal setting There are four new chapters including one on the genetic and epigenetic basis of development and disease and over 300 new illustrations The format of the book remains the same as previous editions with the first half covering general areas in perinatal pathology The second half is based on organ systems and covers specific pathological entities now including discussion of the relevant molecular pathology There is extensive cross referencing between chapters Keeling's Fetal and Neonatal Pathology 5th edition is aimed at the practising pathologist who is called upon to provide a perinatal pathology service It is also a valuable resource for the pathology trainee and a reference for obstetricians maternal and fetal medicine specialists neonatologists paediatricians and forensic pathologists

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Table of Contents Ms Project 2013 Quick Guide

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

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