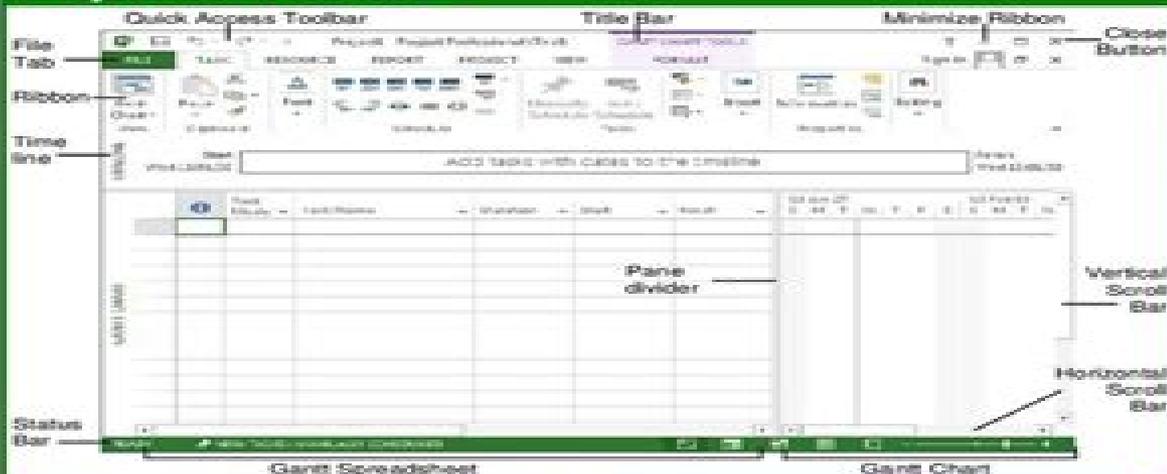


Microsoft®  
**Project 2013**  
 Quick Reference Card

**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>

# Reference Guide Microsoft Project 20

**JG Myers**



## Reference Guide Microsoft Project 20:

**Microsoft Project Resource Guide** Techrepublic Staff,1995 Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft s project management application Features and functionality of Microsoft Project getting started beyond the basics Tools and templates are on the accompanying CD ROM [InfoWorld](#) ,1989-02-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Microsoft Office Project 2007 All-in-One Desk Reference For Dummies* Elaine Marmel,Nancy C. Muir,2011-02-09 Microsoft Office Project 2007 All in One Desk Reference For Dummies is a compilation of multiple short reference style books covering Microsoft Project enhanced by the format of a single easy to use task oriented step by step package All in One For Dummies books are made up of multiple minibooks that could each stand alone Each minibook covers one topic completely This book features a companion Web site where readers can download Microsoft Project add ins templates and author generated materials The book also features a gate fold cheat sheet that contains myriad quick reference information tips and shortcuts for reference when using Microsoft Project 2007 The structure of the book is as follows Book I Project Basics Book II Structure of a Project Book III Defining Task Details Book IV Establishing Task Timing Book V Working with Resources and Costs Book VI Communicating Project Information Book VII Resolving Problems with Your Plan Book VIII Tracking Book IX Advanced Project Topics Book X Project in the Enterprise Environment Book XI Project Case Studies *Altova® UModel® 2012 User & Reference Manual* , **SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience

working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

PROACT User's Guide E. Bradley Hager, 2003

Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17

Schedules, budgets, communications, resources. Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them. But Project is complex software and learning it is well a project in itself. Get up to speed fast with Microsoft Project 2007 The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007 The Missing Manual, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach. Estimate your project, set up a budget, define tasks, and break the work into manageable chunks. Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines. Build a project team and assign resources to tasks, who does what. Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control. Track progress and communicate with team members via reports, information sharing, and meetings that work. Close out your project and take away valuable lessons for the future. Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it.

**Altova® UModel® 2013 User & Reference Manual**,

Continuous Media Databases Aidong Zhang, Abraham Silberschatz, Avi Silberschatz, Sharad Mehrotra, 2000-05-31

Continuous Media Databases brings together in one place important contributions and up-to-date research results in this fast-moving area. Continuous Media Databases serves as an excellent reference providing insight into some of the most challenging research issues in the field.

**Products and Services Catalog** United States Patent and Trademark Office. Information Dissemination Organizations, 1998

**EuroKarst 2022, Málaga** Bartolomé Andreo, Juan Antonio Barberá, Juan José Durán-Valsero, José Manuel Gil-Márquez, Matías Mudarra, 2023-01-01

This book covers advances in the field of karst from a variety of perspectives to facilitate knowledge and promote interaction between disciplines. New methods are addressed that advance data collection, analysis, and interpretation in a wide range of karst contexts. Case studies are presented to provide examples of advancing science. Issues addressed include karst hydrogeology, water resources assessment, groundwater pollution, and protection methods to study karst aquifers based on hydrodynamic hydrochemistry, isotopes, dye tracing, geophysical surveys, and modeling techniques. Karst geomorphology and landscape mining and engineering in karst media, tunnels, dams, etc., and karst cavities, touristic caves, natural heritage. This book is a resource for scientists around the

world to compare problems results and solutions Likewise the examples included are used in policy decision making in karst regions Finally the contributions are used as a tool for university teaching

*SharePoint 2007 User's Guide* Tony Smith, Seth Bates, 2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions

*SharePoint 2007 Users Guide Learning Microsoft's Collaboration and Productivity Platform* is the follow up edition to the successful *SharePoint 2003 Users Guide* Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity

**InfoWorld**, 1991-12-09 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

**Scientific and Technical Aerospace Reports**, 1994 Lists citations with abstracts for aerospace related reports obtained from world wide sources and announces documents that have recently been entered into the NASA Scientific and Technical Information Database

**Project Management** J. Brian Dreger, 1992 Activity scheduling is a fundamental but often misunderstood aspect of project management This guide on activity scheduling resource allocation and cost accounting enables readers to schedule projects that come in on time to specification and within budget Step by step instructions and examples teach a wide range of skills for immediate project improvement Readers will find in depth coverage of activity sequences relationships and time estimates Throughout the volume Primavera Project Planner a leading project management tool is used to illustrate concepts

*Using Microsoft Project 2002* Tim Pyron, 2002 This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project Topics covered include scheduling tasks effectively and tracking costs

[Altova® XMLSpy® 2012 User & Reference Manual](#), [Learning Microsoft Project 2019](#) Srikanth Shirodkar, 2020-09-11 Explore detailed explanations and examples to get up and running with the five phases of the project management lifecycle and integrate project management principles in a variety of projects Key Features Explore various algorithms and the latest features of MS Project to organize and keep track of your projects Understand Work Breakdown Structure WBS to improve productivity Apply real world best practices and discover the tips tricks and pitfalls of schedule management

Book Description Microsoft Project is one of the most popular project management tools for enterprises of all sizes thanks to its wide variety of features such as project scheduling project budgeting built in templates and reporting tools

*Learning Microsoft Project 2019* will get you started with the basics and gradually guide you through the complete project life cycle Starting with an overview of Microsoft Project 2019 and a brief introduction to project management concepts this book will take you through the different phases of project management initiation planning execution control and closure You

will then learn how to identify and handle problems related to scheduling costing resourcing and work allocation Understand how to use dynamic reports to create powerful automated reports and dashboards at the click of a button This Microsoft Project book highlights the pitfalls of overallocation and demonstrates how to avoid and resolve these issues using a wide spectrum of tools techniques and best practices Finally you will focus on executing Agile projects efficiently and get to grips with using Kanban and Scrum features By the end of this book you will be well versed with Microsoft Project and have the skills you need to use it effectively in every stage of project management What you will learn Create efficient project plans using Microsoft Project 2019 Get to grips with resolving complex issues related to time budget and resource allocation Understand how to create automated dynamic reports Identify and protect the critical path in your project and mitigate project risks Become well versed with executing Agile projects using MS Project Understand how to create custom reports and make them available for future projects Who this book is for If you use Microsoft Office and are looking to use MS Project to manage your projects efficiently this book is for you Project managers or anyone interested in project management will also find this book useful Basic knowledge of Windows UI and MS Office products is required [InfoWorld](#) ,1990-11-26 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects [Microsoft Project 2010: The Missing Manual](#) Bonnie Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

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