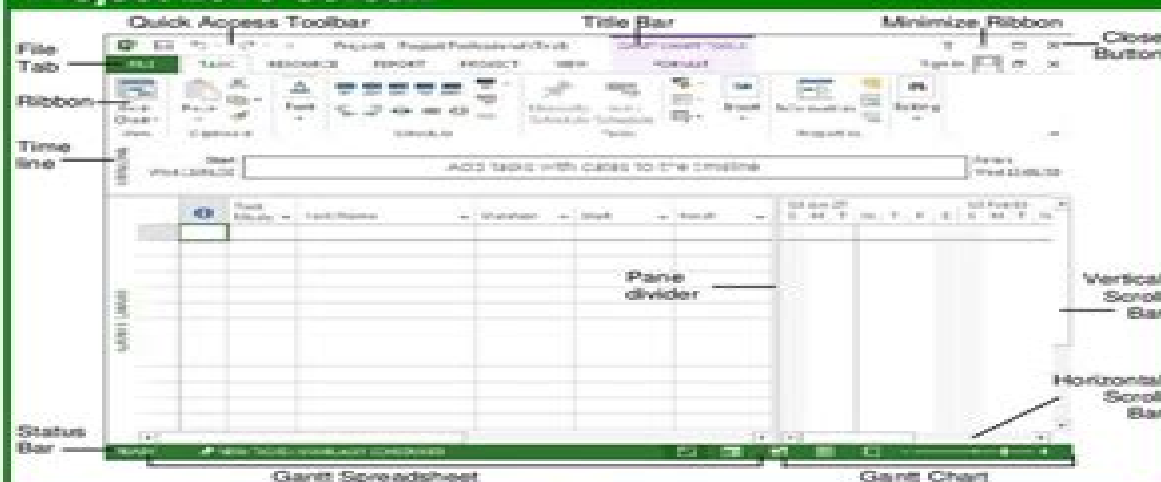


Project 2013

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> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>

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JS Bruner



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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

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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

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