

Microsoft Project 2013 Quick Reference Guide: Creating A Basic Project (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2013 Creating a Basic Project

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Setting the Project Start Date

Microsoft Project is scheduled to be announced. Start date for the software is set to the date of this file.

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. In the **PROJECT INFORMATION** task pane, click **START DATE**.
3. Enter the start date in the **START DATE** field. To use the calendar, click the **START DATE** field. To use the calendar, click the **START DATE** field. To use the calendar, click the **START DATE** field.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **START DATE**.

Describing a Project

1. Choose **FILE**, then **INFO**.
2. Click the **PROJECT INFORMATION** tab in the right-hand pane.
3. Click the **SUMMARY** tab.
4. Enter a description in the **DESCRIPTION** field. To describe the project, enter a description in the **DESCRIPTION** field.
5. Set a name for the project in the **PROJECT NAME** field.
6. Enter your **COPYRIGHT** information in the **COPYRIGHT** field.
7. Enter a **START DATE** and **END DATE** in the **START DATE** and **END DATE** fields.

Switching to a Different View

Choose a view. Select one of the **VIEW** buttons in the **VIEW** pane. To see:

- **GAINT** view: A view with a Gantt chart and a task list.
- **RESOURCE** view: A view with a resource sheet and a task list.
- **NETWORK** view: A view with a network diagram and a task list.
- **ACROSS** view: A view with a task list and a resource sheet.
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Switching to an Unlinked View

1. Choose **VIEW**, then **UNLINKED VIEW**.
2. In the **UNLINKED VIEW** task pane, click **UNLINKED VIEW**.
3. Select the view you want to use.

Entering Task Information in a Sheet

Enter task information in the task sheet.

1. Choose **VIEW**, then **UNLINKED VIEW**.
2. In the **UNLINKED VIEW** task pane, click **UNLINKED VIEW**.
3. Select the view you want to use.

Entering or Changing a Task Duration

Enter or change a task duration. To enter or change a task duration, enter a duration in the **DURATION** field. To enter or change a task duration, enter a duration in the **DURATION** field.

1. Select the **DURATION** field for a task.
2. Enter a value in the **DURATION** field. To enter or change a task duration, enter a duration in the **DURATION** field.
3. Press **ENTER**.

Using Automatic Scheduling

If you want task dependencies to automatically schedule tasks, and the project tasks are not automatically scheduled, disable the **Task Manually Scheduled** feature.

Before entering tasks, or to set the default:

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. In the **PROJECT INFORMATION** task pane, click **START DATE**.
3. In the **START DATE** field, click the **START DATE** field.

Sequencing Tasks Quickly

Use the **Task Information** task pane to quickly enter task information. To enter task information, enter a task name in the **Task Name** field.

1. Select the **Task Name** field.
2. Enter a task name in the **Task Name** field.
3. Press **ENTER**.

Unlinking Tasks

1. Select the task to unlink.
2. Choose **TASK**, then **UNLINK**.

Changing Data in One or More Rows

1. Select the row to change.
2. Choose **EDIT**, then **EDIT**.
3. Enter the new data in the **EDIT** field.
4. Press **ENTER**.

Inserting a Task

1. Activate a task, task sheet, or task sheet.
2. Select a row, or for multiple rows, select the first row.
3. To enter a task name, type the task name in the **Task Name** field. To enter a task name, type the task name in the **Task Name** field.

Clearing or Deleting Rows

1. Select the row or rows.
2. To clear the row or rows, choose **EDIT**, then **DELETE**.
3. To delete the row or rows, choose **EDIT**, then **DELETE**.

Zooming in a View

Zooming in a view. To zoom in a view, click the **Zoom** button in the **VIEW** pane.

1. Choose **VIEW**, then **VIEW**.
2. Press **ENTER**.

Moving or Copying Rows

1. Select the row or rows.
2. Drag the row or rows to the new location. To move or copy rows, drag the row or rows to the new location.

Copying Data to Adjacent Cells

Copy data to adjacent cells. To copy data to adjacent cells, click the **Copy** button in the **HOME** ribbon.

1. Select the data to copy.
2. Click the **Copy** button in the **HOME** ribbon.

Changing Gantt Chart Appearance

1. Choose **VIEW**, then **VIEW**.
2. In the **VIEW** pane, click **VIEW**.
3. In the **VIEW** pane, click **VIEW**.

Viewing the Task Path

Highlight the task path in the currently selected task. To highlight the task path, click the **Task Path** button in the **VIEW** pane.

1. Choose **VIEW**, then **VIEW**.
2. In the **VIEW** pane, click **VIEW**.
3. In the **VIEW** pane, click **VIEW**.

Unlinking Project Files

Unlink project files. To unlink project files, click the **Unlink** button in the **PROJECT** ribbon.

1. Choose **PROJECT**, then **PROJECT**.
2. In the **PROJECT** ribbon, click **Unlink**.

Reviewing SmartTags

Review smarttags. To review smarttags, click the **Review** button in the **REVIEW** ribbon.

1. Choose **REVIEW**, then **REVIEW**.
2. In the **REVIEW** ribbon, click **Review**.

Keyboard Shortcuts

File ribbon...	Press Alt .
Review ribbon...	Press Alt .

Working in the Gantt Chart

Open beginning of project...	Press Alt .
Open end of project...	Press Alt .
Scroll to the beginning...	Press Alt .
Scroll to the end...	Press Alt .

Unlinking Rows

Non-interactive...	Press Alt .
Interactive...	Press Alt .

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013. 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: 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. This guide is one of two titles available for Project 2013: Project 2013 Creating a Basic Project, Project 2013 Managing Complexity.

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Customer Reviews

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

This flow chart was purchased for the mere fact that I wanted to get familiar with the nine knowledge areas of project management. This being a vital segment of my master program. I highly recommend this product for those pursuing a career in project management.

These are handy to have for homework and learning or for a test if you have an open book type. They typically are not deep in their subject but will give you the basic reference and more to refresh your memory or get you started.

This 2013 Quick Reference Guide is a helpful quick guide. I keep it by my PC as my first reference guide. I hope in the future that the font size is enlarged. I would purchase a 2-page set in preference to this 1-page to have a larger font.

easy to locate the area that you are working on, the text was easy to understand and apply to the area that was giving me problems

Shipped fast, excellent reference, very comprehensive approach for just a two page card. Keep it under your keyboard!

Not a great reference guide at all. Especially if your trying to get back into the swing of things.

I use this to help me learn features of the program and jog my memory when controlling projects.

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