



# Microsoft® Project 2013 Quick Reference Guide

## Master the Basics in Microsoft® Project 2013

**NAVIGATE MICROSOFT PROJECT 2013**

The **TABS** on the ribbon are organized to present the relevant features for most of the work you'll do in Project 2013.

The **VIEW** tab is the quickest way to move among Views.

Choose the **FORMAT** tab in any View to customize the View.

**TIP!** To show or hide the View Bar, click on the left edge of your pane using your right mouse button. Use the View Bar to change views.

# Microsoft Project Guides

**Victor M. Corman**



## Microsoft Project Guides:

**Ten Minute Guide to Microsoft Project 3.0** Debbie Walkowski, Walkowski, 1993 A clear concise guide to the most important features of this project planning application Organized in lesson format it teaches the basics in 20 to 30 mini tutorials each of which can be completed in 10 minutes or less Along the way new users are assisted with Timesaver Tips Plain English definitions and Panic Button advice □□□□□□, 1981 **The Complete Idiot's Guide to Project**

**Management with Microsoft Project 2003** Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries

**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 **PROJECT MANAGERS**

**GUIDE TO MICROSOFT PROJECT 2019** CICALA, JR. (AUGUSTUS.), 2020 Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition Paul E. Harris, 2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment this user guide and training manual helps them discover how to gain the most from the software The Project Managers Guide to Microsoft Project 2019 Gus Cicala, 2020-04-29 Learn

Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon

request Planning and Control Using Microsoft® Office Project 2010 and PMBOK® Guide Paul Harris, 2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fourth Edition processes and wish to learn how to use 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 **Microsoft Project 2007 Bible** Elaine Marmel, 2011-06-15 Take control of your projects with this in depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking results each of the book's seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks check progress and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What's on the CD ROM You'll find a wealth of trial versions demo software sample projects and bonus appendixes on the CD ROM including Milestones Professional Advanced formatting calculation Web publishing and reporting features PERT Chart Expert Create eye opening PERT chart project plans PlanView Project Portfolio Management A comprehensive decision making platform for enterprises WBS Chart Pro Plan your projects with these graphing tools System Requirements See the CD ROM Appendix for details and complete system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file **99 Tricks and Traps for Microsoft Office Project 2007** Paul E. Harris, 2007 This book has been superseded by 99 Tricks and Traps for Microsoft Project 2013 2016 and 2019 9781925185652 The casual users Survival Guide Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions Quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them Demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules **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 **Microsoft Office Project 2003 Bible** Elaine Marmel, 2004-01-21 A comprehensive soup to nuts resource that shows business people how to master the latest version of this popular project management software Begins with an overview of project management basics and moves on to showing how to create a new project track a project's progress and work in groups More advanced

topics discussed include customizing Project using macros and importing and exporting information Includes coverage of building tasks using views modifying the appearance of a project and resolving scheduling and resource problems plus new sample projects and a new chapter on using Visual Basic for Applications VBA and VBScript with Project Provides expanded coverage of Project Server installation hardware and software requirements and software configurations all needed to ensure that Project Server is administered and used effectively CD ROM includes sample projects bonus appendixes and demo software

**Ultimate Learning Guide to Microsoft Office Project 2007** Dale A. Howard, Gary Chefetz, 2007 Designed for professionals seeking a complete learning experience and reference manual for managing projects using the Microsoft Office Project 2007 desktop application this book can teach them how to use the software effectively *Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition* Paul E. Harris, 2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw

**Project Management** Arthur Tatnall, 1996 *The Complete Planning Guide for Microsoft Project* Thomas C. Belanger, 1996 Walking readers through the process and the product together this book presents technical information in a real world project environment It includes a CD ROM with 15 samples projects on new projects on new product development facility moves buying a new home and much more 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 Open Learning Guide for Project 2003

Introductory Cia Training Ltd Staff,2004-09 This introductory manual provides the knowledge and techniques necessary for the successful creation and updating of a project schedule After completing the guide you will be able to create edit and save a project schedule enter tasks milestones and durations organise a task list and more *Revised an Introduction to Project Management, Third Edition* Kathy Schwalbe,2010 Note The fourth edition of this book was published in 2012 An Introduction to Project Management Third Edition offers a general yet concise introduction to project management This book provides up to date information based on the 2008 PMBOK Guide on how good project program and portfolio management can help you achieve organizational success It includes over 50 samples of tools and techniques applied to one large project and it is suitable for all majors including business engineering healthcare and more This text uses a chronological approach to project management with detailed explanations and examples for initiating planning executing monitoring and controlling and closing projects This text includes corrections to the original third edition and a new Appendix A with a Brief Guide to Using Project 2010 instead of Project 2007 The pagination for chapters 1 9 has not changed **Practical Guide to Project Planning** Ricardo Viana Vargas,2007-10-01 Practical Guide to Project Planning is filled with project documents and templates ready to use for planning and managing project It explains project analysis and modeling techniques so these documents and templates can be used for effective project management In addition the book is also a guide to best practices that comply with the PMI

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