

# Project 2013 Creating a Basic Project

Need to know more basic things like opening and closing files, saving, or how to undo a mistake? See our **Office 2013 Essentials** guide.

## Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use **ASAP** scheduling and permit the calculation of slack time.

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. Ensure the **SCHEDULE FROM** option is set to **PROJECT START DATE**.
3. Enter the corresponding **START DATE** and, if necessary, time. The date format is based on the Windows Control Panel settings, usually mm/dd/yyyy. [Click] to select a valid date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

## Describing a Project

1. Choose **FILE**, **INFO**.
2. From the **PROJECT INFORMATION** menu on the right, choose **ADVANCED PROPERTIES**.
3. [Click] the **SUMMARY** tab.
4. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project definition, deliverables and special constraints in the **COMMENTS** field. Press <Enter> to start a new line. [Click] **OK**.
8. [Click]

## Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To see:

- tasks on a time-scale with associated resources, choose **GANTT CHART**
- task dependencies or precedence, choose **Network Diagram**
- staff, costs, who is overloaded, choose **Resource Sheet**
- a month-at-a-glance view with tasks as horizontal bars, choose **Calendar**
- who is working on each task and when, choose **TASK USAGE**
- what a resource is working on and when, choose **Resource Sheet**
- a histogram of a resource's workload, [Click] **Cost Issues** and choose **RESOURCE GRAPH**
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] **Summary**, **GANTT CHART** or **TRACKING GANTT**.

## Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow to any of the **TASK VIEWS** or **RESOURCE VIEWS**, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

## Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose **VIEW**, then **GANTT CHART**.
2. Move to or [Click] a blank cell in the **TASK NAME** column.
3. Type a brief description of the task.
4. Press <Enter> or <F4>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Durations, values may be changed later.

## Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. Initially consider this time as if only one person is available.

1. Select the **DURATION** field for a task.
2. Enter a value or [Click] to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as "tbd" or "unknown" (does not work when using automatic scheduling).
  - To enter an elapsed duration use the letter "e" (e.g., tbd for 1 elapsed day).
  - Enter the appropriate unit code (MO for months, W for weeks, D for days (assumed), H for hours, and M for minutes).
  - To enter an estimated duration add ? (e.g., 2w?).
3. Press <Enter>.

## Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the **Tasks Manually Scheduled** feature:

**Before entering tasks, or to set the default:**

[Click] **Task Options** in the Status Bar at the bottom, and choose **AUTO SCHEDULED**. Or, choose **TASK**, **Task Options** then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

**For existing tasks:** Select task(s), then choose **TASK**, **AUTO SCHEDULE**.

## Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose **TASK**, then or press <Ctrl-F2>.

## Unlinking Tasks

1. Select the tasks to unlink.
2. Choose **TASK**, then or press <Ctrl-Shift-F2>.

## Changing Data in One or More Rows

1. Select task or resource row(s).
2. Choose **TASK**, then **INFORMATION** or choose **RESOURCE**, then **INFORMATION**. Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] **OK**.

## Inserting a Task

1. Activate a task-based view, such as Gantt Chart.
2. Select a row. Or for multiple tasks, select that many rows.
3. To enter blank tasks with durations "1 day?" choose **TASK**, then **TASK** . Or, to enter blank row, press <Insert>.

## Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose **TASK**, then and choose **ENTIRE ROW**. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

## Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar
- Choose **VIEW**, then the **Zoom** menu
- Press <Ctrl-+> or <Ctrl-->.

## Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows, up or down until the horizontal insertion point is in the correct location. To copy, press and hold <Ctrl> while [dragging].

## Copying Data to Adjacent Cells

This is most useful in the **RESOURCE SHEET** view.

1. Select the top or left cell that contains data to be copied. The cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right.

## Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS, FORMAT**.

- To show/hide the critical path, check/uncheck **CRITICAL TASKS**.
- To show/hide slack time, check/uncheck **SLACK**.
- To show or hide dependency lines, [Click] **LAYOUT**, adjust the **LINKS** setting, and [Click] **OK**.

## Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose **VIEW**, then **GANTT CHART**.
2. Select the task.
3. Choose **GANTT CHART TOOLS, FORMAT**, then **TASK PATH**.
4. Select a **HIGHLIGHT** option. For example, to see the tasks that must be completed for the current task, choose **PREDECESSORS**. The **DRIVING** or **DRIVEN** choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] **REMOVE HIGHLIGHTING**.

## Safeguarding Project Files

Save your project file often. To allow for recovery of a previous version of a project file, make copies. Or on a SharePoint site, ensure versioning is enabled. If saving to a computer or network drive, regularly use **FILE, SAVE AS** (or press <Ctrl-S>), and append the filename with a date stamp or version number.

Consider enabling the **AUTO SAVE** feature with the **PROMPT** option active. Choose **FILE, OPTIONS, SAVE**.

## Reviewing SmartTags

When you alter some data, such as a task duration, a SmartTag might appear with advice.

1. Point to the indicator , then [Click]
2. Clarify how you want Project to interpret your edits.

### Keyboard Shortcuts

To do this...	Press this...
Remove all filters	F3
<b>Working in the Gantt Chart</b>	
Show beginning of project	Alt+Home
Show end of project	Alt+End
Scroll in the timescale	Alt+4 or Alt+5
Go to start of selected task	Shift+Ctrl+FS, or choose <b>TASK, SCROLL TO TASK</b>
Go to first or last row of sheet	Ctrl+1 or Ctrl+4
Go to leftmost column	Home

### Selecting Rows

Non-adjacent rows	[Click] the first row or cell, press <Ctrl> and [Click] additional rows.
All rows	[Click] on a column heading, e.g., <b>TASK NAME</b>

# Microsoft Project 2013 Study Guide

**Jean-Michel Réveillac**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

## **Microsoft Project 2013 Study Guide:**

**Ultimate Study Guide** Dale A. Howard, Gary Chefetz, 2011-11 Gain in depth knowledge about standard and custom fields calendars scheduling costing critical path analysis and exchanging project data with other applications Learn how to locate and level overallocated resources how to create and use a shared resource pool file and a master project and how to record and write macros in VBA *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 *CompTIA Network+ Review Guide* Jon Buhagiar, 2018-04-10 Essential last minute review aid for the updated CompTIA Network Exam N10 007 CompTIA Network Review Guide Exam N10 007 4th Edition is your ideal study companion for preparing for the CompTIA Network exam N10 007 Organized by exam objectives this is a focused concise review guide that works hand in hand with any learning tool including the Sybex CompTIA Network Study Guide CompTIA Network Deluxe Study Guide and CompTIA Network Practice Tests The book is broken into 5 parts each part corresponding to one of the 5 objective domain areas of the Network exam Network Architecture Network Operations Network Security Troubleshooting and Industry Standards Practices and Network Theory Readers will also be given access to the comprehensive online Sybex test bank which includes two bonus practice tests electronic flashcards and a glossary of terms that you'll need to know come exam day CompTIA's Network certification covers advances in networking technology and reflects changes in associated job tasks The exam places greater emphasis on network implementation and support and includes expanded coverage of wireless networking topics This review guide gives you the opportunity to identify your level of knowledge while there's still time to study and avoid exam day surprises Review network architecture and security Understand network operations and troubleshooting Gain insight into industry standards and best practices Get a firmer grasp of network theory fundamentals If you're looking for a beginning vendor neutral networking certification look no further than CompTIA Network *Project Management Absolute Beginner's Guide* Greg Horine, 2022-03-10 Succeed as a project manager even if you've never run a project before This book is the fastest way to master every project management

task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the new PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Master the key skills and qualities every project manager needs Learn how to lead projects not just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Apply agile hybrid and traditional project management approaches Learn the differences between a project manager Scrum master and product owner Learn how DevOps and DevSecOps impact the project manager Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Learn how to respond to real life situations not just what they teach you in school

*What's New Microsoft Project 2013* Dale A. Howard, Gary L. Chefetz, 2013-04-21 Teach yourself how to use the new features in Microsoft Project 2013 by working the hands on lessons using the practice files from the book download Take command of the powerful new reporting features and explore the deep integration with SharePoint task lists and how to use Project 2013 with Office 365 This book applies to Project Pro 2013 obtained through an Office 365 subscription as well as both Project Professional 2013 and Project Standard 2013 The acclaimed learning authority Ultimate Study Guide Foundations Microsoft Project 2013 also includes content from this book

*IT Consultant Diploma - City of London College of Economics - 12 months - 100% online / self-paced* City of London College of Economics, Overview This course deals with everything you need to know to become a successful IT Consultant Content Business Process Management Human Resource Management IT Manager s Handbook Principles of Marketing The Leadership Information Systems and Information Technology IT Project Management Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link

Modern Techniques for Successful IT Project Management Shang Gao, Lazar Rusu, 2015-01-31 Computer technology provides the opportunity for innovation and progress in the daily operations and initiatives of corporations Despite the positive elements of integrating technology into the workplace corporations continue to

struggle with the challenges created by rapid technological advancements Modern Techniques for Successful IT Project Management brings together academic research and professional practice to examine the complexity of implementing technology into the structure and organization of a corporation s ventures This publication is an essential reference source for researchers professionals and upper level university students working in the fields of project management information systems and IT project management interested in the methodologies and research necessary to improve the impact of Information Technology

Clinical Informatics Study Guide John T. Finnell, Brian E. Dixon, 2022-04-22 This completely updated study guide textbook is written to support the formal training required to become certified in clinical informatics The content has been extensively overhauled to introduce and define key concepts using examples drawn from real world experiences in order to impress upon the reader the core content from the field of clinical informatics The book groups chapters based on the major foci of the core content health care delivery and policy clinical decision making information science and systems data management and analytics leadership and managing teams and professionalism The chapters do not need to be read or taught in order although the suggested order is consistent with how the editors have structured their curricula over the years Clinical Informatics Study Guide Text and Review serves as a reference for those seeking to study for a certifying examination independently or periodically reference while in practice This includes physicians studying for board examination in clinical informatics as well as the American Medical Informatics Association AMIA health informatics certification This new edition further refines its place as a roadmap for faculty who wish to go deeper in courses designed for physician fellows or graduate students in a variety of clinically oriented informatics disciplines such as nursing dentistry pharmacy radiology health administration and public health

QuickBooks 2016 Bonnie Biafore, 2015 Annotation Helping you select the best fit for your company from Intuit s QuickBooks line of financial management software this work also shows you how to tweak and tailor it to your company s needs so you can manage your finances more effectively and efficiently than ever before

**Executive MBA in IT - City of London College of Economics - 12 months - 100% online / self-paced** City of London College of Economics, Overview An MBA in information technology or a Master of Business Administration in Information Technology is a degree that will prepare you to be a leader in the IT industry Content Managing Projects and IT Information Systems and Information Technology IT Manager s Handbook Business Process Management Human Resource Management Principles of Marketing The Leadership Just What Does an IT Manager Do The Strategic Value of the IT Department Developing an IT Strategy Starting Your New Job The First 100 Days etc Managing Operations Cut Over into Operations Agile Scrum Project Management IT Portfolio Management The IT Organization etc Introduction to Project Management The Project Management and Information Technology Context The Project Management Process Groups A Case Study Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk

Management Project Procurement Management Project Stakeholder Management 50 Models for Strategic Thinking English Vocabulary For Computers and Information Technology Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link

**CISSP Official (ISC)2 Practice Tests** Mike Chapple,David Seidl,2016-07-05 NOTE The exam this book covered CISSP Certified Information Systems Security Professional ISC 2 was retired by ISC 2 in 2018 and is no longer offered For coverage of the current exam ISC 2 CISSP Certified Information Systems Security Professional please look for the latest edition of this guide ISC 2 CISSP Certified Information Systems Security Professional Official Practice Tests 9781119475927 Full length practice tests covering all CISSP domains for the ultimate in exam prep The CISSP Official ISC 2 Practice Tests is a major resource for CISSP candidates providing 1300 unique practice questions The first part of the book provides 100 questions per domain so you can practice on any domains you know you need to brush up on After that you get two unique 250 question practice exams to help you master the material and practice simulated exam taking well in advance of the exam The two practice exams cover all exam domains and are included in identical proportion to the exam itself to help you gauge the relative importance of each topic covered As the only official practice tests endorsed by the ISC 2 this book gives you the advantage of full and complete preparation coverage includes Security and Risk Management Asset Security Security Engineering Communication and Network Security Identity and Access Management Security Assessment and Testing Security Operations and Software Development Security These practice tests align with the 2015 version of the exam to ensure up to date preparation and are designed to simulate what you ll see on exam day The CISSP credential signifies a body of knowledge and a set of guaranteed skills that put you in demand in the marketplace This book is your ticket to achieving this prestigious certification by helping you test what you know against what you need to know Align your preparation with the 2015 CISSP Body of Knowledge Test your knowledge of all exam domains Identify areas in need of further study Gauge your progress throughout your exam preparation The Certified Information Systems Security Professional exam is refreshed every few years to ensure that candidates are up to date on the latest security topics and trends Currently aligned preparation resources are critical and periodic practice tests are one of the best ways to truly measure your level of understanding The CISSP Official ISC 2 Practice Tests is your secret weapon for success and the ideal preparation tool for the savvy CISSP candidate

*Overcoming Challenges in Software Engineering Education: Delivering Non-Technical Knowledge and Skills* Yu, Ligu,2014-03-31 Computer science graduates often find software engineering knowledge and skills are more in demand after they join the industry However given the lecture based curriculum present in academia it is not an easy undertaking to deliver industry standard knowledge and skills in a software engineering classroom as such lectures hardly engage or convince students Overcoming Challenges in Software Engineering Education Delivering Non Technical Knowledge and

Skills combines recent advances and best practices to improve the curriculum of software engineering education This book is an essential reference source for researchers and educators seeking to bridge the gap between industry expectations and what academia can provide in software engineering education

**Project Management** Jack R. Meredith, Scott M. Shafer, Samuel J. Mantel, Jr., 2017-10-30 Projects continue to grow larger increasingly strategic and more complex with greater collaboration instant feedback specialization and an ever expanding list of stakeholders Now more than ever effective project management is critical for the success of any deliverable and the demand for qualified Project Managers has leapt into nearly all sectors Project Management provides a robust grounding in essentials of the field using a managerial approach to both fundamental concepts and real world practice Designed for business students this text follows the project life cycle from beginning to end to demonstrate what successful project management looks like on the ground Expert discussion details specific techniques and applications while guiding students through the diverse skill set required to select initiate execute and evaluate today's projects Insightful coverage of change management provides clear guidance on handling the organizational interpersonal economic and technical glitches that can derail any project while in depth cases and real world examples illustrate essential concepts in action

*Modeling and Simulation of Logistics Flows 2* Jean-Michel Réveillac, 2017-01-18 Volume 2 begins with an introduction and 4 chapters implementing software tools on cases of practical applications and it ends with a conclusion The various tools used in this volume Operational research with a spreadsheet Dashboards with spreadsheets and pivot tables Scheduling and planning with a project manager The traffic simulation The conclusion shows the new features that are expected to emerge on spreadsheets as well as project managers developments and convergences between traffic simulators and new infrastructure that are emerging on road networks Annex 1 focuses on the installation Solver in Microsoft Excel and Annex 2 focuses on the installation of the Java Development Kit

**Modeling and Simulation of Logistics Flows 1** Jean-Michel Réveillac, 2017-01-18 Volume 1 presents successively an introduction followed by 10 chapters and a conclusion A logistic approach an overview of operations research The basics of graph theory calculating optimal routes Dynamic programming planning and scheduling with PERT and MPM the waves of calculations in a network spanning trees and touring linear programming modeling of road traffic

*Modeling and Simulation of Logistics Flows 3* Jean-Michel Réveillac, 2017-01-18 Volume 3 begins with an introduction to which are added four chapters focused on modeling and flow simulation in an environment in 2 or 3 dimensions 2D or 3D They deal with different cases taken from situations found in the field A conclusion comes close this third book The different software used in this third volume Computer simulation of discrete flows Mixed flow simulation Flows in 3D and the evacuation simulation Flows in 3D for conveying and storage The conclusion discusses the future developments of the software and their integration into society At the end of each volume is a bibliography and a list of web links There is also a glossary explaining some abbreviations acronyms and some very specific terminology of logistics and operations research

**Altova® DatabaseSpy 2013 User &**

**Reference Manual ,      The Instructional Coaching Handbook** A. Keith Young,Angela Bell Julien,Tamarra Osborne,2023-02-06 Three instructional coaches share more than 200 of the most helpful problem solving strategies they ve used in their decades long work with teachers administrators and coaches The Instructional Coaching Handbook is not a new model of coaching It addresses common hiccups that prevent productive coaching conversations from happening in the first place From their thousands of annual school visits the authors recognize that coaches frequently confront similar challenges when helping educators address seven skills and dispositions and they devote a chapter to each Efficacy Equity Academic instruction Social emotional instruction Openness to feedback Lesson planning Team membership Each chapter features scores of practical research based strategies with a history of success Mix and match them according to your leadership style the needs of the student or teacher and the demands of the curriculum In addition to implementation stories that show what the strategies look like in a range of classroom settings this handbook includes effective tools and resources that help guide you through the thorniest of coaching conversations All you have to do is dive into an appropriate chapter scan for ideas that match your style the educators you coach and your unique context and start making a difference      **IT Project**

**Management: A Geek's Guide to Leadership** Byron A. Love,2016-10-04 This book s author Byron Love admits proudly to being an IT geek However he had found that being an IT geek was limiting his career path and his effectiveness During a career of more than 31 years he has made the transition from geek to geek leader He hopes this book helps other geeks do the same This book addresses leadership issues in the IT industry to help IT practitioners lead from the lowest level Unlike other leadership books that provide a one size fits all approach to leadership this book focuses on the unique challenges that IT practitioners face IT project managers may manage processes and technologies but people must be led The IT industry attracts people who think in logical ways analytical types who have a propensity to place more emphasis on tasks and technology than on people This has led to leadership challenges such as poor communication poor relationship management and poor stakeholder engagement Critical IT projects and programs have failed because IT leaders neglect the people component of people process and technology Communications skills are key to leadership This book features an in depth discussion of the communications cycle and emotional intelligence providing geek leaders with tools to improve their understanding of others and to help others understand them To transform a geek into a geek leader this book also discusses Self leadership skills so geek leaders know how to lead others by leading themselves first Followership and how to cultivate it among team members How a geek leader s ability to navigate disparate social styles leads to greater credibility and influence Integrating leadership into project management processes The book concludes with a case study to show how to put leadership principles and practices into action and how an IT geek can transform into an effective IT geek leader

**Practical Core Software Security** James F. Ransome,Anmol Misra,Mark S. Merkow,2022-08-02 As long as humans write software the key to successful software security is making the software development program process more efficient



and effective Although the approach of this textbook includes people process and technology approaches to software security Practical Core Software Security A Reference Framework stresses the people element of software security which is still the most important part to manage as software is developed controlled and exploited by humans The text outlines a step by step process for software security that is relevant to today s technical operational business and development environments It focuses on what humans can do to control and manage a secure software development process using best practices and metrics Although security issues will always exist students learn how to maximize an organization s ability to minimize vulnerabilities in software products before they are released or deployed by building security into the development process The authors have worked with Fortune 500 companies and have often seen examples of the breakdown of security development lifecycle SDL practices The text takes an experience based approach to apply components of the best available SDL models in dealing with the problems described above Software security best practices an SDL model and framework are presented in this book Starting with an overview of the SDL the text outlines a model for mapping SDL best practices to the software development life cycle SDLC It explains how to use this model to build and manage a mature SDL program Exercises and an in depth case study aid students in mastering the SDL model Professionals skilled in secure software development and related tasks are in tremendous demand today The industry continues to experience exponential demand that should continue to grow for the foreseeable future This book can benefit professionals as much as students As they integrate the book s ideas into their software security practices their value increases to their organizations management teams community and industry

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