

# 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 USAGE** .
- a month-at-a-glance view with tasks as horizontal bars, choose **CALCULATOR** .
- who is working on each task and when, choose **TASK USAGE** .
- what a resource is working on and when, choose **RESOURCE STATUS** .
- a histogram of a resource's workload, [Click] **OVERVIEW**  and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] **VIEW**, then **GANTT CHART** or **TRACKING GANTT** .

## Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow  from 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., 1d 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]  in the Status Bar at the bottom, and choose **AUTO SCHEDULED**. Or, choose **TASK**,  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 **EASE** . 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.  \$500.00/hr
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                                                                                                                                       |
| <b>Selecting Rows</b>             |                                                                                                                                            |
| 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

**Bonnie Biafore**



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### **Table of Contents Microsoft Project 2013 Study Guide**

1. Understanding the eBook Microsoft Project 2013 Study Guide
  - The Rise of Digital Reading Microsoft Project 2013 Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2013 Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Project 2013 Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2013 Study Guide

- Personalized Recommendations
- Microsoft Project 2013 Study Guide User Reviews and Ratings
- Microsoft Project 2013 Study Guide and Bestseller Lists
- 5. Accessing Microsoft Project 2013 Study Guide Free and Paid eBooks
  - Microsoft Project 2013 Study Guide Public Domain eBooks
  - Microsoft Project 2013 Study Guide eBook Subscription Services
  - Microsoft Project 2013 Study Guide Budget-Friendly Options
- 6. Navigating Microsoft Project 2013 Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Project 2013 Study Guide Compatibility with Devices
  - Microsoft Project 2013 Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Project 2013 Study Guide
  - Highlighting and Note-Taking Microsoft Project 2013 Study Guide
  - Interactive Elements Microsoft Project 2013 Study Guide
- 8. Staying Engaged with Microsoft Project 2013 Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Project 2013 Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2013 Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Project 2013 Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2013 Study Guide
  - Setting Reading Goals Microsoft Project 2013 Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2013 Study Guide

- Fact-Checking eBook Content of Microsoft Project 2013 Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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