# 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 your Windows Control Panel setting, usually mm/dd/yy. [Click] the arrow 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 Other
- who is working on each task and when, choose TASK USAGE
- what a resource is working on and when, choose Resource Usage
- a histogram of a resource's workload, [Click] Other Views and choose RESOURCE GRAPH.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] Gantt Chart, 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 <↓>; 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] the arrows 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., 1ed 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] NEW TASKS: MANUALLY SCHEDULED in the Status Bar at the bottom, and choose AUTO SCHEDULED. Or, choose TASK, Mode, 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 Link, or press <Ctrl-F2>.

## Unlinking Tasks

1. Select the tasks to unlink.
2. Choose TASK, then Unlink, 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 rows, press <Insert>.

## Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose TASK, then Clear 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.  `$50.00/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 <F12>), 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 |
| **Working in the Gantt Chart** | |
| Show beginning of project | Alt-Home |
| Show end of project | Alt-End |
| Scroll in the timescale | Alt-← or Alt-→ |
| Go to start of selected task | Shift-Ctrl-F5, or choose TASK, SCROLL TO TASK |
| Go to first or last row of sheet | Ctrl-↑ or Ctrl-↓ |
| 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. TASK NAME |

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**Léo Pomar**

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