

## Quick Start Guide

Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

**Quick Access Toolbar**  
Customize this area to your favorite commands and always include:

**Manage projects**  
Open, save, print and share your projects. Also change options and account settings in this view.

**Change views**  
Work faster in the right view. Choose: Gantt Chart, Task Usage, Team Planning, or Resource Sheet.

**Explore commands on the ribbon**  
Each ribbon has groups, and each group has a set of related commands.

**Show or hide the ribbon**  
Click **Ribbon Display Options** or press **Ctrl+R** to hide or show the ribbon.

**Show Key Tips**  
If you'd rather use the keyboard, press **ALT** to show keys that let you access commands on the ribbon.  
And yes, keyboard shortcuts you've used before will still work.

**Zoom in or out**  
Drag the zoom slider to grow or shrink the contents.

The screenshot shows the Microsoft Project 2013 interface. The ribbon is at the top with various tabs like 'Project', 'Task', 'Resource', etc. Below the ribbon is a list of tasks on the left and a Gantt chart on the right. Arrows point from the surrounding text boxes to specific features in the interface: the Quick Access Toolbar, the Manage projects button, the Change views button, the ribbon groups, the Ribbon Display Options button, the Key Tips button, and the zoom slider.

Microsoft

# Project 2013

Office

## How to get started with Project 2013

The first thing you'll see when you open Project 2013 is a sharp new look. But don't stop there. Look a little closer to see how much has improved from Project 2007. Instead of dropping you in a blank file, Project 2013 takes you to a one-stop center for starting your project. Click **File > New**, then get your project going.

The screenshot shows the 'New' screen in Project 2013. It features a sidebar on the left with 'Recent' and 'New' sections. The main area displays a grid of project templates, including 'Blank Project', 'Project with Tasks', 'Project with Resources', 'Project with Tasks and Resources', 'Project with Tasks and Resources and a Resource Sheet', 'Project with Tasks and Resources and a Resource Sheet and a Resource Sheet', 'Project with Tasks and Resources and a Resource Sheet and a Resource Sheet and a Resource Sheet', and 'Project with Tasks and Resources and a Resource Sheet and a Resource Sheet and a Resource Sheet and a Resource Sheet'.

## Four steps to project management

If you're new to project management, Project 2013 can give you a great running start with the built-in Project guide. To begin, click **File > New > Get Started**.

The screenshot shows the 'Welcome to Project' screen. It features a large green button that says 'Get your project started in 4 simple steps'. Below the button is a progress bar with four steps: '1. Create a new project', '2. Add tasks', '3. Add resources', and '4. Set the project start date'.

With this four-step guide, you'll learn how to schedule tasks, create a timeline, add resources, and more. It's a great starting point for new users. And yes, keyboard shortcuts you've used before will still work.

# Ms Project 20quick Guide

**Jicheng Xie**



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