

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 task list table with columns for task name, duration, start, finish, etc. To the right of the task list is a Gantt chart showing the project timeline. Arrows from the surrounding text boxes point to specific features in the interface.

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 a list of project types. The main area displays a grid of project templates, each with a thumbnail image and a brief description. The templates include various project types like 'New Project', 'New Project with Resource Sheet', etc.

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' dialog box. It has a green header bar with the text 'Welcome to Project'. Below the header, there is a large green button that says 'Get your project started in 4 simple steps'. The dialog box is designed to guide new users through the initial setup process.

With this four-step guide, you'll learn how to schedule tasks, create a timeline, and more. It's a great starting point for new users.

Ms Project 20quick Guide

G Psacharopoulos



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