

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.

See task information in one place
On the left, task information is in easy-to-scan rows and columns. On the right, summary information is graphically displayed as Gantt chart information—all in one view.

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

Microsoft

Project 2013

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.



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**.



With this four-step guide, you'll learn how to schedule tasks, create a timeline, and more. It's your first step to project success.

Ms Project 20quick Guide

ML Morrison

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

Ms Project 20quick Guide:

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