

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 **CALENDER** .
- 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., tbd 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 within 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
Working in the Gantt Chart	
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 TASK, SCROLL TO TASK
Go to first or last row of sheet	Ctrl+1 or Ctrl+4
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

Microsoft Project 2013 Reference Guide

Rosina Ehmann



Microsoft Project 2013 Reference Guide:

Microsoft Project 2013 Quick Reference Guide Eric Verzuh, 2015-01-31 **Microsoft Project 2013: The Missing Manual** Bonnie Biafore, 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013's new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you'll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project's power tools Customize Project's features and views and transfer info via the cloud using Microsoft SkyDrive *Project Management Using Microsoft Project 2013* Gus Cicala, 2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager's perspective It is also an excellent preparation guide for Microsoft Exam 74-343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based on PMI's Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365 **Project 2013 In Depth** Scott Daley, 2013-08-14 Do more in less time This book's packed with intensely useful Project 2013 knowledge tips and shortcuts you just won't find anywhere else It's the fastest best way to master every phase of project management with Project 2013 initiation planning scheduling resource assignments tracking revision completion and more You'll get comfortable with Project 2013's most valuable new

features master powerful new cloud based tools for running your projects even learn to manage complex project portfolios for your entire organization Discover what s new in Project 2013 and get started with new projects fast Apply project management best practices through Project 2013 Initiate plan and organize projects to maximize your odds of success Create realistic schedules for your project and all your team members Define task logic to intelligently link sequences of activities Identify and eliminate bottlenecks before they interfere with your project Use Project s automated scheduling engine to optimize efficiency Review and tweak your schedule using views tables filters and groups Track your project s progress and analyze your performance to date Adjust resources tasks and schedules to reflect project changes Officially close your project and evaluate it via Lessons Learned analyses or Earned Value tracking Tailor Project 2013 to your individual and organizational needs Leverage Project 2013 s powerful cloud based collaboration features Customize reports including Project 2013 s advanced Visual Reports Work with multiple projects at once and resolve complex resource allocation problems Integrate Project 2013 with other Microsoft Office and third party applications All In Depth books offer Comprehensive coverage with detailed solutions Troubleshooting help for tough problems you can t fix on your own Outstanding authors recognized worldwide for their expertise and teaching style Learning reference problem solving the only Project 2013 book you need **Project 2013** Brian Kennemer,Sonia Atchison,2013 Provides information on how to efficiently manage every phase of your project from up front planning through project completion and post mortems

Managing Projects Using Microsoft Project 2013 Gus Cicala,2013-10-18 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based on PMI s Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365

Microsoft Project 2013 Step by Step Carl Chatfield,Timothy Johnson,2013-03-15 Experience learning made easy and

quickly teach yourself how to manage the complete project life cycle with Project 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Work with Project 2013 on your PC or touch enabled device Build and fine tune your project plan Schedule tasks and milestones and assign resources Track progress and costs and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views tables and calendars Learn project management best practices **Altova® UModel® 2013 User & Reference Manual , Microsoft Project 2013 Quick Reference Guide** Beezix,2013-02-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2013 The following topics are covered Setting the Project Start Date Describing a Project Switching to a Different View Switching to Unlisted Views Undoing Changes Entering Task Information in a Sheet Entering or Changing Task Duration Using Automatic Scheduling Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting a Task Clearing or Deleting Rows Zooming in a View Moving or Copying Rows Copying Data to Adjacent Cells Changing Gantt Chart Appearance Viewing the Task Path Safeguarding Project Files Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Recording Actual Progress of Tasks Setting up the Printout Previewing and Printing Printing Reports Transferring Data to Other Project Files Also includes a list of Selection and Movement Shortcuts **Altova® DatabaseSpy 2013 User & Reference Manual ,**

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Table of Contents Microsoft Project 2013 Reference Guide

1. Understanding the eBook Microsoft Project 2013 Reference Guide
 - The Rise of Digital Reading Microsoft Project 2013 Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2013 Reference 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 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2013 Reference Guide
 - Personalized Recommendations
 - Microsoft Project 2013 Reference Guide User Reviews and Ratings
 - Microsoft Project 2013 Reference Guide and Bestseller Lists
5. Accessing Microsoft Project 2013 Reference Guide Free and Paid eBooks
 - Microsoft Project 2013 Reference Guide Public Domain eBooks
 - Microsoft Project 2013 Reference Guide eBook Subscription Services
 - Microsoft Project 2013 Reference Guide Budget-Friendly Options
6. Navigating Microsoft Project 2013 Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Project 2013 Reference Guide Compatibility with Devices
- Microsoft Project 2013 Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project 2013 Reference Guide
 - Highlighting and Note-Taking Microsoft Project 2013 Reference Guide
 - Interactive Elements Microsoft Project 2013 Reference Guide
- 8. Staying Engaged with Microsoft Project 2013 Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project 2013 Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2013 Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project 2013 Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2013 Reference Guide
 - Setting Reading Goals Microsoft Project 2013 Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2013 Reference Guide
 - Fact-Checking eBook Content of Microsoft Project 2013 Reference 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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 Captured and convicted of various crimes against the State, he spent much of the 1970s in prison, escaping twice. After each escape, he went underground and ... A Soldier's Play The story takes place at the United States Army's Fort Neal, Louisiana, in 1944 during the time when the military was racially segregated. In the opening scene, ... A Soldier's Story A black Army investigator (Howard E. Rollins Jr.) travels to a remote military base in the heart of the Louisiana backwoods to look into the mysterious murder ... Watch A Soldier's Story | Prime Video When a sergeant of an all-black unit in Louisiana during WWII is murdered, an Army lawyer investigates if the crime was an act of extreme white bigotry or ... A Soldier's Story - Denzel Washington Set in WW2, set in African-American troop training facilities, then a murder. Twist and turns solving the mystery. A Soldier's Story - Full Cast & Crew A black soldier is murdered on a racially divided military base in 1940s Louisiana. An officer is brought in to investigate and discovers that anyone on the ... A Soldier's Story (1984) - Turner Classic Movies During World War II, an African-American officer investigates a murder that may have been racially motivated. The Certified Quality Engineer Handbook, Third Edition This third edition provides the quality professional with an updated resource that exactly follows ASQ's Certified Quality Engineer (CQE) Body of Knowledge. The Certified Quality Engineer Handbook 3rd (Third) ... This third edition provides the quality professional with an updated resource that exactly follows ASQ's Certified Quality Engineer (CQE) Body of Knowledge. the certified quality engineer handbook, third edition Synopsis: This third edition provides the quality professional with an updated resource that exactly follows ASQ's Certified Quality Engineer (CQE) Body of ... The Certified Quality Engineer Handbook(Third Edition) The third edition of The Certified Engineering Handbook was written to provide the quality professional with an updated resource that follows the CQE Body ... The certified quality engineer handbook, 3d ed - Document Ed. by Connie M. Borrer. ASQ Quality Press. 2008. 667 pages. \$126.00. Hardcover. TS156. The third edition of this reference for quality engineers may be used ... Books & Standards The ASQ Certified Supplier Quality Professional Handbook, Second Edition, offers a roadmap for professionals tasked with ensuring a safe, reliable, cost- ... The Certified Quality Engineer Handbook This 3rd edition provides the quality professional with an updated resource that exactly follows ASQ's Certified Quality Engineer (CQE) Body of Knowledge. The Certified Reliability Engineer Handbook, Third Edition This handbook is fully updated to the 2018 Body of Knowledge for the Certified Reliability Engineer (CRE), including the new sections on leadership, ... The certified quality engineer handbook The certified quality engineer handbook -book. ... Third edition. more hide. Show All Show Less. Format. 1 online resource (695 p ... The Certified Quality Engineer handbook third edition The Certified Quality Engineer handbook third edition. No any marks or rips.The original price was \$139.00. Joining the Conversation: A Guide and Handbook for Writers Palmquist's Joining the Conversation helps you develop the critical thinking skills to respond thoughtfully to the complex, sometimes contentious conversations ... Joining the Conversation: A Guide and Handbook for Writers Joining the Conversation: A Guide and Handbook for Writers

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