

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/yy. [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 
- staff, costs, who is overloaded, choose 
- a month-at-a-glance view with tasks as horizontal bars, choose 
- who is working on each task and when, choose **TASK USAGE** 
- what a resource is working on and when, choose 
- a histogram of a resource's workload, [Click]  and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click]  **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 <Enter> 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 brainstroming sessions, just enter task names and press <Enter> to move to next row. Durations, values, may be changed later.

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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., 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, enable the Tasks Manually Scheduled feature. Before entering tasks, be sure the defaults:

[Click]  **General** in the **STATUS** bar at the bottom, and choose **AUTO SCHEDULED**. Or, choose **TASK**  then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

For existing tasks: Select tasks, 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 rows.
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 "3 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  and choose **EMPTY 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  **ZOOM** 
- Press <Ctrl-v> or <Ctrl-z>.

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.
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-Left-Alt-Right
Go to start of selected task	Shift-Ctrl-F5, or choose TASK , SCROLL TO TASK 
Go to first or last row of sheet	Ctrl-Home or Ctrl-End
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 Study Guide

**Jack R. Meredith, Scott M.
Shafer, Samuel J. Mantel, Jr.**

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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 Jack R. Meredith, Scott M. Shafer, Samuel J.

Mantel, Jr.,2017-10-30 Projects continue to grow larger increasingly strategic and more complex with greater collaboration instant feedback specialization and an ever expanding list of stakeholders Now more than ever effective project management is critical for the success of any deliverable and the demand for qualified Project Managers has leapt into nearly all sectors Project Management provides a robust grounding in essentials of the field using a managerial approach to both fundamental concepts and real world practice Designed for business students this text follows the project life cycle from beginning to end to demonstrate what successful project management looks like on the ground Expert discussion details specific techniques and applications while guiding students through the diverse skill set required to select initiate execute and evaluate today s projects Insightful coverage of change management provides clear guidance on handling the organizational interpersonal economic and technical glitches that can derail any project while in depth cases and real world examples illustrate essential concepts in action

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Jean,Damian Brady,Ed Blankenship,Martin Woodward,Grant Holliday,2014-05-19 Team Foundation Server is now for everyone Team Foundation Server is an integral part of Microsoft s Application Lifecycle Management suite for managing and delivering software projects The 2013 update has opened up TFS for everyone by expanding capabilities to support iOS MacOS Android and Java development Professional Team Foundation Server 2013 covers the latest updates for Agile Project Management Test Case Management Release Management and shows new users the TFS workflow for managing and delivering products The authors leverage their positions as MVP Microsoft insiders to guide you step by step through all things TFS as well as help prepare you for the Team Foundation Server Certification Exam Provides a broad overview of Team Foundation Server for developers software project managers testers business analysts and others wanting to learn how to use TFS Gives TFS administrators the tools they need to efficiently monitor and manage the TFS environment Covers core TFS functions including project management work item tracking version control test case management build automation reporting Explains extensibility options and how to write extensions for TFS Helps certification candidates prepare for the Microsoft Team Foundation Server 2013 certification exam Professional Team Foundation Server 2013 is the ultimate guide to mastering this invaluable developer s tool

[Microsoft Project 2013 Plain & Simple](#) Ben Howard,2013

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

CURRENT Medical Diagnosis and Treatment Study Guide, 2E Gene R. Quinn,Nathaniel Gleason,Maxine A. Papadakis,Stephen J. McPhee,2015-11-22 The ultimate case based study guide based on the most popular annual resource in

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Appendix A:

Brief Guide to Microsoft Project 2013 Kathy Schwalbe,2013-05-02 This appendix provides step by step instructions for using Microsoft Project 2013 You can download the free 60 day trial from www.microsoft.com/project See www.intropm.com to access files and other information

[Microsoft Project 2013 Quick Reference Guide](http://www.intropm.com) Eric Verzuh,2015-01-31

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