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Microsoft Project 2013 Quick Reference Guide: Creating A Basic Project (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2013 Creating a Basic Project

Need to know more basic steps for creating a project? See the [Project 2013 Cheat Sheet](#) for more information.

Setting the Project Start Date

Project start date is calculated from a predefined start date for a project. To set the start date, follow these steps:

1. Choose **PROJECT > PROJECT INFORMATION**.
2. In the **PROJECT INFORMATION** task pane, click **START DATE**.
3. Enter the start date in the **START DATE** field.
4. Click **OK**.

Describing a Project

Describe the project by entering the following information:

1. Choose **FILE > INFO**.
2. In the **PROJECT INFORMATION** task pane, click **DESCRIPTION**.
3. Enter the project name in the **NAME** field.
4. Enter the project manager's name in the **MANAGER** field.
5. Enter the project start date in the **START DATE** field.
6. Enter the project end date in the **END DATE** field.
7. Enter the project budget in the **BUDGET** field.
8. Click **OK**.

Switching to a Different View

Choose a view to work in. To switch views, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Entering Task Information in a Sheet

Enter task information in the **Task Sheet** view. To enter task information, follow these steps:

1. Choose **VIEW > Task Sheet View**.
2. Click **OK**.
3. Enter the task name in the **Task Name** column.
4. Enter the task duration in the **Duration** column.
5. Click **OK**.

Entering or Changing a Task Duration

Enter the task duration in the **Task Sheet** view. To enter or change a task duration, follow these steps:

1. Choose **VIEW > Task Sheet View**.
2. Click **OK**.
3. Enter the task duration in the **Duration** column.
4. Click **OK**.

Copying Data to Adjacent Cells

Copy data from one cell to another. To copy data, follow these steps:

1. Choose **HOME > Clipboard > Copy**.
2. Click **OK**.

Changing Gantt Chart Appearance

Change the appearance of the Gantt chart. To change the appearance, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Viewing the Task Path

View the task path in the Gantt chart. To view the task path, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Sequencing Tasks Quickly

Sequence tasks quickly in the Gantt chart. To sequence tasks, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Unlinking Tasks

Unlink tasks in the Gantt chart. To unlink tasks, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Changing Data in One or More Rows

Change data in one or more rows. To change data, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Inserting a Task

Insert a new task in the Gantt chart. To insert a task, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Clearing or Deleting Rows

Clear or delete rows in the Gantt chart. To clear or delete rows, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Zooming in a View

Zoom in a view. To zoom in, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Moving or Copying Rows

Move or copy rows in the Gantt chart. To move or copy rows, follow these steps:

1. Choose **VIEW > Gantt Chart View**.
2. Click **OK**.

Keyboard Shortcuts

Task	Shortcut
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Save	Ctrl+S
Print	Ctrl+P
Close	Ctrl+W
Quit	Alt+F4
Find	Ctrl+F
Replace	Ctrl+H
Undo	Ctrl+Z
Redo	Ctrl+Y
Save	Ctrl+S
Print	Ctrl+P
Close	Ctrl+W
Quit	Alt+F4
Find	Ctrl+F
Replace	Ctrl+H

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Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. 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. This guide is one of two titles available for Project 2013: Project 2013 Creating a Basic Project, Project 2013 Managing Complexity.

Book Information

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Customer Reviews

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has changed slightly.

This flow chart was purchased for the mere fact that I wanted to get familiar with the nine knowledge areas of project management. This being a vital segment of my master program. I highly recommend this product for those pursuing a career in project management.

These are handy to have for homework and learning or for a test if you have an open book type. They typically are not deep in their subject but will give you the basic reference and more to refresh your memory or get you started.

This 2013 Quick Reference Guide is a helpful quick guide. I keep it by my PC as my first reference guide. I hope in the future that the font size is enlarged. I would purchase a 2-page set in preference to this 1-page to have a larger font.

easy to locate the area that you are working on, the text was easy to understand and apply to the area that was giving me problems

Shipped fast, excellent reference, very comprehensive approach for just a two page card. Keep it under your keyboard!

Not a great reference guide at all. Especially if your trying to get back into the swing of things.

I use this to help me learn features of the program and jog my memory when controlling projects.

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