

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 about steps for creating a basic project? Click on the links in the sidebar to see more information.

Setting the Project Start Date

Modify the start date for a project or a task. The start date is the date when the project or task begins.

1. Choose **PROJECT** > **PROJECT INFORMATION**.
2. In the **START DATE** field, click the arrow to the right to open the **START DATE** dialog box.
3. Enter the start date in the **DATE** field, or click the arrow to the right to open the **DATE** dialog box.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **DATE**.

Describing a Project

1. Choose **FILE**, **INFO**.
2. Click the **PROJECT INFORMATION** tab in the right-hand pane.
3. Click the **SUMMARY** tab.
4. Enter a description in the **DESCRIPTION** field, or click the arrow to the right to open the **DESCRIPTION** dialog box.
5. Enter a start date in the **START DATE** field, or click the arrow to the right to open the **START DATE** dialog box.
6. Enter a finish date in the **FINISH DATE** field, or click the arrow to the right to open the **FINISH DATE** dialog box.

Switching to a Different View

Choose a view to see a different view of the project. The views are:

- GAINT CHART** - Shows the project tasks and their dependencies.
- NETWORK** - Shows the project tasks and their dependencies.
- RESOURCE USAGE** - Shows the project tasks and their dependencies.
- RESOURCE LEVELING** - Shows the project tasks and their dependencies.
- RESOURCE USAGE** - Shows the project tasks and their dependencies.
- RESOURCE LEVELING** - Shows the project tasks and their dependencies.

Switching to an Unlinked View

1. Choose **VIEW**, **VIEW INFORMATION**.
2. Select the view you want to use.

Entering Task Information in a Sheet

Enter information about a task in the task sheet.

1. Choose **VIEW**, **VIEW INFORMATION**.
2. Click the **TASKS** tab.
3. Enter a name for the task in the **NAME** field.
4. Enter a duration for the task in the **DURATION** field.
5. Enter a start date for the task in the **START DATE** field.
6. Enter a finish date for the task in the **FINISH DATE** field.

Entering or Changing a Task Duration

Enter or change the duration for a task.

1. Select the task in the task sheet.
2. Enter a value in the **DURATION** field, or click the arrow to the right to open the **DURATION** dialog box.
3. Enter a duration for the task in the **DURATION** field.

Using Automatic Scheduling

Use automatic scheduling to calculate task dates.

1. Choose **PROJECT**, **PROJECT INFORMATION**.
2. Check the **USE AUTOMATIC SCHEDULING** checkbox.

Sequencing Tasks Quickly

Sequence tasks quickly by using the task sheet.

1. Select the task in the task sheet.
2. Click the **LINK** button.

Unlinking Tasks

Unlink tasks that are linked together.

1. Select the task in the task sheet.
2. Click the **UNLINK** button.

Changing Data in One or More Rows

Change data in one or more rows in the task sheet.

1. Select the rows in the task sheet.
2. Enter the new data in the **VALUE** field.

Inserting a Task

Insert a new task into the project.

1. Click the **INSERT** button.
2. Enter a name for the task in the **NAME** field.
3. Enter a duration for the task in the **DURATION** field.

Clearing or Deleting Rows

Clear or delete rows in the task sheet.

1. Select the rows in the task sheet.
2. Click the **DELETE** button.

Zooming in a View

Zoom in on a view to see more detail.

1. Click the **VIEW** button.
2. Click the **VIEW INFORMATION** button.
3. Click the **VIEW INFORMATION** button.

Moving or Copying Rows

Move or copy rows in the task sheet.

1. Select the rows in the task sheet.
2. Click the **COPY** button.

Copying Data to Adjacent Cells

Copy data from one cell to another.

1. Select the data in the cell.
2. Click the **COPY** button.
3. Select the destination cell.
4. Click the **PASTE** button.

Changing Gantt Chart Appearance

Change the appearance of the Gantt chart.

1. Choose **VIEW**, **VIEW INFORMATION**.
2. Click the **GANTT CHART** tab.
3. Click the **APPEARANCE** button.

Viewing the Task Path

View the path of a task in the project.

1. Select the task in the task sheet.
2. Click the **VIEW** button.
3. Click the **VIEW INFORMATION** button.

safeguarding Project Files

Protect your project files from unauthorized access.

1. Choose **FILE**, **SAVE AS**.
2. Click the **SAVE AS** button.
3. Enter a name for the file in the **NAME** field.
4. Click the **SAVE** button.

Reviewing SmartTags

Review smarttags in the project.

1. Click the **VIEW** button.
2. Click the **VIEW INFORMATION** button.

Keyboard Shortcuts

File (F)	Press (F)
Edit (E)	Press (E)
Format (O)	Press (O)
Tools (T)	Press (T)
Window (W)	Press (W)
Help (H)	Press (H)

Working in the Gantt Chart

Work in the Gantt chart to view task dependencies.

1. Click the **VIEW** button.
2. Click the **VIEW INFORMATION** button.

Deleting Rows

Delete rows in the task sheet.

1. Select the rows in the task sheet.
2. Click the **DELETE** button.

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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.

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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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