

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

## Project 2013 Creating a Basic Project

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### Setting the Project Start Date

Microsoft Project is scheduled to be announced. Start date for the software is set to the date of this file.

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. In the **PROJECT INFORMATION** task pane, click **START DATE**.
3. Enter the start date in the **START DATE** field. To use the calendar, click the **Calendar** button. To use the **Start Date** field, click the **Start Date** field. To use the **Start Date** field, click the **Start Date** field.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **START DATE**.

### Describing a Project

1. Choose **FILE**, then **INFO**.
2. Click the **PROJECT INFORMATION** tab in the right-hand pane.
3. Click the **SUMMARY** tab.
4. Enter a description in the **Project Description** field. To describe the project in the **Project Description** field, click the **Project Description** field.
5. Set a name for the project in the **Project Name** field.
6. Enter your **Company Name** in the **Company Name** field. To enter your **Company Name** in the **Company Name** field, click the **Company Name** field.

### Switching to a Different View

Choose a view. Select one of the **VIEW** buttons in the **VIEW** pane. To see:

- **Task** view: Click the **Task** button.
- **Resource** view: Click the **Resource** button.
- **Network** view: Click the **Network** button.
- **Timeline** view: Click the **Timeline** button.
- **Comparison** view: Click the **Comparison** button.
- **Summary** view: Click the **Summary** button.
- **Task Usage** view: Click the **Task Usage** button.
- **Resource Usage** view: Click the **Resource Usage** button.
- **Task Usage Summary** view: Click the **Task Usage Summary** button.
- **Resource Usage Summary** view: Click the **Resource Usage Summary** button.

### Switching to an Unlinked View

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

### Entering Task Information in a Sheet

Enter task information in the **Task Sheet**.

1. Choose **VIEW**, then **TASK SHEET**.
2. Enter the task name in the **Task Name** column.
3. Enter the start date in the **Start** column.
4. Enter the end date in the **Finish** column.
5. Enter the duration in the **Duration** column.
6. Enter the resource name in the **Resource** column.
7. Enter the cost in the **Cost** column.
8. Enter the work in the **Work** column.
9. Enter the effort in the **Effort** column.
10. Enter the notes in the **Notes** column.

### Entering or Changing a Task Duration

Enter the duration for a task. To enter or change the duration for a task, click the task in the **Task Sheet**.

1. Select the **Duration** field for the task.
2. Enter a value in the **Duration** field. To use the calendar, click the **Calendar** button. To use the **Duration** field, click the **Duration** field.
3. Press **Enter**.

### Using Automatic Scheduling

If you want task dependencies to automatically schedule tasks, click the **Task** tab in the **Task Sheet**.

### Before entering tasks, or on the default task sheet:

1. Choose **FILE**, then **PROJECT INFORMATION**.
2. In the **PROJECT INFORMATION** task pane, click **START DATE**.
3. Enter the start date in the **START DATE** field.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **START DATE**.

### Copying Data to Adjacent Cells

Copy data from one cell to another. To copy data from one cell to another, click the cell that you want to copy from.

1. Select the cell that you want to copy from.
2. Press **Ctrl+C**.
3. Select the cell that you want to copy to.
4. Press **Ctrl+V**.

### Changing Gantt Chart Appearance

Change the appearance of the Gantt chart. To change the appearance of the Gantt chart, click the **Task Sheet**.

1. Choose **VIEW**, then **TASK SHEET**.
2. Click the **Task Sheet** tab.
3. Click the **Task Sheet** tab.
4. Click the **Task Sheet** tab.

### Viewing the Task Path

Highlight the task path for the currently selected task. To highlight the task path for the currently selected task, click the task in the **Task Sheet**.

1. Choose **VIEW**, then **TASK SHEET**.
2. Select the task.
3. Choose **VIEW**, then **TASK SHEET**.
4. Select the task.

### Sequencing Tasks Quickly

Enter task dependencies. To enter task dependencies, click the task in the **Task Sheet**.

1. Select the task that you want to sequence.
2. Click the **Task** button.
3. Select the task that you want to sequence.
4. Click the **Task** button.

### Unlinking Tasks

Unlink tasks. To unlink tasks, click the task in the **Task Sheet**.

1. Select the task that you want to unlink.
2. Click the **Task** button.

### Changing Data in One or More Rows

Change data in one or more rows. To change data in one or more rows, click the row in the **Task Sheet**.

1. Select the row that you want to change.
2. Click the **Task** button.
3. Enter the new data.

### Inserting a Task

Insert a new task. To insert a new task, click the **Task Sheet**.

1. Click the **Task** button.
2. Select a row in the **Task Sheet**.
3. Enter the task name.

### Clearing or Deleting Rows

Clear or delete rows. To clear or delete rows, click the row in the **Task Sheet**.

1. Select the row that you want to clear or delete.
2. Click the **Task** button.

### Zooming in a View

Zoom in a view. To zoom in a view, click the **Task Sheet**.

1. Click the **Task Sheet** tab.
2. Click the **Task Sheet** tab.

### Moving or Copying Rows

Move or copy rows. To move or copy rows, click the row in the **Task Sheet**.

1. Select the row that you want to move or copy.
2. Click the **Task** button.

### Keyboards Shortcuts

File	Ctrl+S
Edit	Ctrl+Z
View	Ctrl+V
Task Sheet	Ctrl+T
Resource Sheet	Ctrl+R
Network	Ctrl+N
Timeline	Ctrl+M
Comparison	Ctrl+O
Summary	Ctrl+U
Task Usage	Ctrl+W
Resource Usage	Ctrl+X
Task Usage Summary	Ctrl+Y
Resource Usage Summary	Ctrl+Z

### Working in the Gantt Chart

Work in the Gantt chart. To work in the Gantt chart, click the **Gantt Chart** button.

1. Click the **Gantt Chart** button.
2. Click the **Gantt Chart** button.

### Deleting Rows

Delete rows. To delete rows, click the row in the **Task Sheet**.

1. Select the row that you want to delete.
2. Click the **Task** button.



## 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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