

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 the software and what's new, or need a more detailed reference? See the [Office 2013 Essential Guide](#).

Setting the Project Start Date

Microsoft Project is scheduled to be introduced. Start dates for a project are set in the PROJECT START DATE field.

1. Choose PROJECT, then PROJECT INFORMATION.
2. In the PROJECT INFORMATION task pane, click PROJECT START DATE.
3. Enter the start date in the START DATE field, or click the calendar icon to the right of the field to open the calendar.
4. Make the necessary changes, such as changing the CURRENT DATE or PROJECT START 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 icon to the right of the field to open the task description dialog box.
5. Enter a start date in the Start Date field, or click the icon to the right of the field to open the calendar.
6. Enter a finish date in the Finish Date field, or click the icon to the right of the field to open the calendar.

Switching to a Different View

Choose a view from the VIEW ribbon in the ribbon, or click the view icon in the ribbon.

- Gantt Chart: Shows the project schedule in a Gantt chart.
- Resource Usage: Shows the resource usage in a Resource Usage view.
- Network Diagram: Shows the project schedule in a Network Diagram view.
- PERT Chart: Shows the project schedule in a PERT Chart view.
- Task Usage: Shows the task usage in a Task Usage view.
- Resource Histogram: Shows the resource usage in a Resource Histogram view.
- Resource Breakdown: Shows the resource usage in a Resource Breakdown view.
- Resource Allocation: Shows the resource usage in a Resource Allocation view.
- Resource Allocation Matrix: Shows the resource usage in a Resource Allocation Matrix view.
- Resource Allocation Matrix: Shows the resource usage in a Resource Allocation Matrix view.

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 field.
3. Enter the start date in the Start Date field.
4. Enter the finish date in the Finish Date field.
5. Enter the duration in the Duration field.
6. Enter the resource name in the Resource Name field.
7. Enter the resource units in the Resource Units field.
8. Enter the resource cost in the Resource Cost field.
9. Enter the resource type in the Resource Type field.
10. Enter the resource group in the Resource Group field.
11. Enter the resource assignment in the Resource Assignment field.
12. Enter the resource assignment in the Resource Assignment field.

Entering or Changing a Task Duration

Enter or change a task duration in the task sheet.

1. Select the task in the task sheet.
2. Enter a value in the Duration field, or click the calendar icon to the right of the field to open the calendar.
3. Enter the start date in the Start Date field.
4. Enter the finish date in the Finish Date field.
5. Enter the resource name in the Resource Name field.
6. Enter the resource units in the Resource Units field.
7. Enter the resource cost in the Resource Cost field.
8. Enter the resource type in the Resource Type field.
9. Enter the resource group in the Resource Group field.
10. Enter the resource assignment in the Resource Assignment field.
11. Enter the resource assignment in the Resource Assignment field.

Using Automatic Scheduling

If you want task dependencies to automatically schedule tasks, click the TASKS ribbon, then click the TASKS button.

Before entering tasks, or on the default task sheet

Click the TASKS ribbon, then click the TASKS button.

Sequencing Tasks Quickly

Press and hold the CTRL key, then click the task in the task sheet.

Unlinking Tasks

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

Changing Data in One or More Rows

1. Select the task in the task sheet.
2. Click the task in the task sheet.
3. Click the task in the task sheet.

Inserting a Task

1. Click the task in the task sheet.
2. Click the task in the task sheet.
3. Click the task in the task sheet.

Clearing or Deleting Rows

1. Select the task in the task sheet.
2. Click the task in the task sheet.

Zooming in a View

Click the task in the task sheet.

Moving or Copying Rows

1. Select the task in the task sheet.
2. Click the task in the task sheet.

Copying Data to Adjacent Cells

Click the task in the task sheet.

Changing Gantt Chart Appearance

1. Choose Gantt Chart, then GANTT CHART.
2. Click the task in the task sheet.

Viewing the Task Path

Click the task in the task sheet.

Securing Project Files

Click the task in the task sheet.

Reviewing SmartTags

Click the task in the task sheet.

Keyboard Shortcuts

File ribbon...	Press this...
Project ribbon...	F1
Working in the Gantt Chart	
Open beginning of project...	Alt+Home
Open end of project...	Alt+End
Scroll to the beginning...	Alt+Home+Alt+Home
Click to the end of the project...	Alt+End+Alt+End
Click to the beginning of the project...	Alt+Home+Alt+Home
Click to the end of the project...	Alt+End+Alt+End
Deleting Rows	
Non-interactive...	Ctrl+Shift+Delete
Interactive...	Ctrl+Delete
Interactive...	Ctrl+Delete
Interactive...	Ctrl+Delete

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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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