

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 how-to guide? Visit the [Microsoft Project 2013](#) website.

Setting the Project Start Date

Microsoft Project will automatically set the start date for a new project based on the current date.

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

1. Choose **FILE**, **INFO**.
2. Click **PROJECT INFORMATION** in the left-hand pane.
3. Click **THE SUMMARY** tab.
4. Enter a description in the **DESCRIPTION** field.
5. Enter a start date in the **START DATE** field.
6. Enter a budget in the **BUDGET** field.
7. Click **OK**.

Switching to a Different View

Choose a view from the **VIEW** tab in the **PROJECT INFORMATION** task pane.

1. Click **VIEW**.
2. Click **VIEW**.
3. Click **VIEW**.
4. Click **VIEW**.
5. Click **VIEW**.
6. Click **VIEW**.
7. Click **VIEW**.
8. Click **VIEW**.
9. Click **VIEW**.
10. Click **VIEW**.

Switching to an Unlinked View

1. Choose **VIEW**, **VIEW**.
2. Click **VIEW**.

Entering Task Information in a Sheet

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

1. Choose **VIEW**, **VIEW**.
2. Click **VIEW**.
3. Click **VIEW**.
4. Click **VIEW**.
5. Click **VIEW**.
6. Click **VIEW**.
7. Click **VIEW**.
8. Click **VIEW**.
9. Click **VIEW**.
10. Click **VIEW**.

Entering or Changing a Task Duration

Enter a duration for a task in the **Task Sheet** view.

1. Select the task in the **Task Sheet** view.
2. Enter a duration in the **Duration** field.
3. Click **OK**.

Using Automatic Scheduling

Use automatic scheduling to calculate task dates.

1. Choose **PROJECT**, **PROJECT INFORMATION**.
2. Click **PROJECT INFORMATION**.
3. Click **PROJECT INFORMATION**.
4. Click **PROJECT INFORMATION**.
5. Click **PROJECT INFORMATION**.
6. Click **PROJECT INFORMATION**.
7. Click **PROJECT INFORMATION**.
8. Click **PROJECT INFORMATION**.
9. Click **PROJECT INFORMATION**.
10. Click **PROJECT INFORMATION**.

Sequencing Tasks Quickly

Use task dependencies to sequence tasks.

1. Select the task in the **Task Sheet** view.
2. Click **LINK**.
3. Click **LINK**.
4. Click **LINK**.
5. Click **LINK**.
6. Click **LINK**.
7. Click **LINK**.
8. Click **LINK**.
9. Click **LINK**.
10. Click **LINK**.

Copying Data to Adjacent Cells

Copy data from one cell to another.

1. Select the cell in the **Task Sheet** view.
2. Click **COPY**.
3. Click **PASTE**.

Changing Gantt Chart Appearance

Change the appearance of the Gantt chart.

1. Choose **VIEW**, **VIEW**.
2. Click **VIEW**.
3. Click **VIEW**.
4. Click **VIEW**.
5. Click **VIEW**.
6. Click **VIEW**.
7. Click **VIEW**.
8. Click **VIEW**.
9. Click **VIEW**.
10. Click **VIEW**.

Viewing the Task Path

View the path of a task in the Gantt chart.

1. Select the task in the **Task Sheet** view.
2. Click **VIEW**.
3. Click **VIEW**.
4. Click **VIEW**.
5. Click **VIEW**.
6. Click **VIEW**.
7. Click **VIEW**.
8. Click **VIEW**.
9. Click **VIEW**.
10. Click **VIEW**.

Keyboards Shortcuts

File	Ctrl+F
Edit	Ctrl+E
View	Ctrl+V
Print	Ctrl+P
Save	Ctrl+S
Close	Ctrl+W
Quit	Ctrl+Q
Undo	Ctrl+Z
Redo	Ctrl+Y
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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

Pamphlet: 2 pages

Publisher: Beezix Inc. (February 12, 2013)

Language: English

ISBN-10: 193622092X

ISBN-13: 978-1936220922

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (20 customer reviews)

Best Sellers Rank: #116,648 in Books (See Top 100 in Books) #13 in [Books > Computers & Technology > Business Technology > Microsoft Project](#) #15 in [Books > Computers & Technology > Software > Microsoft > Microsoft Project](#) #31553 in [Books > Reference](#)

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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