

# Project 2013 Creating a Basic Project

Need to know more basic things like opening and closing files, saving, or how to undo a mistake? See our **Office 2013 Essentials** guide.

## Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose **PROJECT**, then **PROJECT INFORMATION**.
2. Ensure the **SCHEDULE FROM** option is set to **PROJECT START DATE**.
3. Enter the corresponding **START DATE** and, if necessary, time. The date format is based on the Windows Control Panel setting, usually mm/dd/yyyy. [Click] to select a valid date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

## Describing a Project

1. Choose **FILE**, **INFO**.
2. From the **PROJECT INFORMATION** menu on the right, choose **ADVANCED PROPERTIES**.
3. [Click] the **SUMMARY** tab.
4. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project definition, deliverables and special constraints in the **COMMENTS** field. Press <Enter> to start a new line. [Click] **OK**.
8. [Click]

## Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To see:

- tasks on a time-scale with associated resources, choose **GANTT CHART**.
- task dependencies or precedence, choose **Network Diagram**.
- staff, costs, who is overloaded, choose **Resource Sheet**.
- a month-at-a-glance view with tasks as horizontal bars, choose **Calendar**.
- who is working on each task and when, choose **TASK USAGE**.
- what a resource is working on and when, choose **Resource Usage**.
- a histogram of a resource's workload, [Click] **Cost Tables** and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click] **Tools**, **GANTT CHART** or **TRACKING GANTT**.

## Switching to an Unlisted View

1. Choose **VIEW**, then the down arrow to any of the **TASK VIEWS** or **RESOURCE VIEWS**, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

## Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose **VIEW**, then **GANTT CHART**.
2. Move to or [Click] a blank cell in the **TASK NAME** column.
3. Type a brief description of the task.
4. Press <Enter> or <F4>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Durations values may be changed later.

## Entering or Changing a Task Duration

Estimate the effort required to complete the task at the preferred level of quality. Initially consider this time as if only one person is available.

1. Select the **DURATION** field for a task.
2. Enter a value or [Click] to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as "TBD" or "unknown" (does not work when using automatic scheduling).
  - To enter an elapsed duration use the letter "e" (e.g., 1td for 1 elapsed day).
  - Enter the appropriate unit code (MO for months, W for weeks, D for days (assumed), H for hours and M for minutes).
  - To enter an estimated duration add ? (e.g., 2w?).
3. Press <Enter>.

## Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the **Tasks Manually Scheduled** feature:

**Before entering tasks, or to set the default:**

- [Click] **Task Information** in the Status Bar at the bottom, and choose **AUTO SCHEDULE**. Or, choose **TASK**, then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

**For existing tasks:** Select task(s), then choose **TASK**, **AUTO SCHEDULE**.

## Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose **TASK**, then or press <Ctrl-F2>.

## Unlinking Tasks

1. Select the tasks to unlink.
2. Choose **TASK**, then or press <Ctrl-Shift-F2>.

## Changing Data in One or More Rows

1. Select task or resource row(s).
2. Choose **TASK**, then **INFORMATION** or choose **RESOURCE**, then **INFORMATION**. Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] **OK**.

## Inserting a Task

1. Activate a task-based view, such as Gantt Chart.
2. Select a row. Or for multiple tasks, select that many rows.
3. To enter blank tasks with durations "1 day?" choose **TASK**, then **TASK**, . Or, to enter blank rows, press <Insert>.

## Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose **TASK**, then and choose **ENTIRE ROW**. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

## Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar .
- Choose **VIEW**, then the **Zoom** menu .
- Press <Ctrl-+> or <Ctrl->.

## Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows, up or down until the horizontal insertion point is in the correct location. To copy, press and hold <Ctrl> while [dragging].

## Copying Data to Adjacent Cells

This is most useful in the **RESOURCE SHEET** view.

1. Select the top or left cell that contains data to be copied. The cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right.

## Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS**, **FORMAT**.
  - To show/hide the critical path, check/uncheck **CRITICAL TASKS**.
  - To show/hide slack time, check/uncheck **SLACK**.
  - To show or hide dependency lines, [Click] **LAFFORD**, adjust the **LINKS** setting, and [Click] **OK**.

## Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose **VIEW**, then **GANTT CHART**.
2. Select the task.
3. Choose **GANTT CHART TOOLS**, **FORMAT**, then **TASK PATH**.
4. Select a **HIGHLIGHT** option. For example, to see the tasks that must be completed for the current task, choose **PREDECESSORS**. The **DRIVING** or **DRIVEN** choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] **REMOVE HIGHLIGHTING**.

## Safeguarding Project Files

Save your project file often. To allow for recovery of a previous version of a project file, make copies. Or on a SharePoint site, ensure versioning is enabled. If saving to a computer or network drive, regularly use **FILE**, **SAVE AS** (or press <F12>), and append the filename with a date stamp or version number.

Consider enabling the **AUTO SAVE** feature with the **PROGPT** option active. Choose **FILE**, **OPTIONS**, **SAVE**.

## Reviewing SmartTags

When you alter some data, such as a task duration, a SmartTag might appear with advice.

1. Point to the indicator , then [Click] .
2. Clarify how you want Project to interpret your edits.

### Keyboard Shortcuts

| To do this...      | Press this... |
|--------------------|---------------|
| Remove all filters | F3            |

### Working in the Gantt Chart

|                                  |                                                              |
|----------------------------------|--------------------------------------------------------------|
| Show beginning of project        | Alt+Home                                                     |
| Show end of project              | Alt+End                                                      |
| Scroll in the timescale          | Alt+← or Alt+→                                               |
| Go to start of selected task     | Shift+Ctrl+F5, or choose <b>TASK</b> , <b>SCROLL TO TASK</b> |
| Go to first or last row of sheet | Ctrl+↑ or Ctrl+↓                                             |
| Go to leftmost column            | Home                                                         |

### Selecting Rows

|                   |                                                                          |
|-------------------|--------------------------------------------------------------------------|
| Non-adjacent rows | [Click] the first row or cell, press <Ctrl> and [Click] additional rows. |
| All rows          | [Click] on a column heading, e.g., <b>TASK NAME</b> .                    |

# Microsoft Project Instruction Manual

**Jack R. Meredith, Scott M. Shafer**



## **Microsoft Project Instruction Manual:**

**Microsoft Project 2007: The Missing Manual** Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

**Absolute Beginner's Guide to Project Management** Greg Horine, 2009-01-16 Why learn project management the hard way Absolute Beginner's Guide to Project Management Second Edition will have you managing projects in no time Here's a small sample of what you'll learn Key concepts and fundamentals behind best practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You've just been handed your department's biggest project Absolute Beginner's Guide to Project Management will show you exactly where to start and walk you step by step through your entire project Expert project manager Gregory Horine shows you exactly what works and what doesn't drawing on the field's proven best practices Understand your role as a project manager gain the skills and discover the personal qualities of great project managers learn how to organize estimate and schedule projects effectively manage deliverables issues changes risks quality vendors communications and expectations make the most of technology manage virtual teams avoid the problems that trip up new project managers This new edition jumpstarts your project management

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**Project Management** Greg Horine, 2013 Guides beginners through the basics of project management covering all aspects of the planning control and execution stages while addressing the essential elements of any successful project as well as common mistakes

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**Microsoft Project 2010: The Missing Manual** Bonnie Biafore, 2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project's power tools Customize Project's features and views and transfer

info directly between Project and other programs

### **The Complete Idiot's Guide to Project Management with**

**Microsoft Project 2003** Ron Black,2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries *Microsoft Project Resource Guide* TechRepublic Staff,1995 Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft's project management application Features and functionality of Microsoft Project getting started beyond the basics Tools and templates are on the accompanying CD ROM *Microsoft Project 2016 Step by Step* Carl

Chatfield,Timothy Johnson,2016-04-08 The quick way to learn Microsoft Project 2016 This is learning made easy Get more done quickly with Project 2016 Jump in wherever you need answers brisk lessons and colorful screenshots show you exactly what to do step by step Quickly start a new plan build task lists and assign resources Share your plan and track your progress Capture and fine tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need **Planning and Scheduling Using Microsoft Office**

**Project 2007** Paul E. Harris,2007 This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment It is aimed at any industry including building construction oil and gas software development government and defense *Microsoft Project Fundamentals* Teresa S. Stover,2022-03-01 Get a firm grip on one of the most popular project management applications on the market today In *Microsoft Project Fundamentals* Microsoft Project Standard 2021 Professional 2021 and Project Online Editions accomplished project management leader Teresa Stover delivers a hands on introduction to Microsoft's popular project management software filled with real world examples and plain language guidance The book walks you through how to plan schedule manage resources track progress and more In the book you'll Learn principles and best practices of project management while mastering Microsoft Project capabilities calculations and views Understand how task durations dependencies and date constraints power the project schedule Manage human equipment and material resources including availability cost and task assignments Adjust the project to optimize for the project finish date budget and resource allocation Use Microsoft Project to manage waterfall or agile projects Ideal for anyone seeking to unlock the potential of Microsoft's leading project management software for their own project work *Microsoft Project Fundamentals* is an essential resource for those new to Microsoft Project and project management as well as previous users and seasoned project professionals looking for a refresher in the latest features of the newest version of Microsoft Project *Micro Saint Sharp User Manual v3\_8* Beth Plott,Jake Pearson,Christopher Shaw,Marc Gacy,2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp's intuitive

graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3.8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and a updated version of the built in OptQuest optimization

**Microsoft Project 2013: The Missing Manual** Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013's new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you'll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project's power tools Customize Project's features and views and transfer info via the cloud using Microsoft SkyDrive

**Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition** Paul E. Harris,2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered environment this user guide and training manual helps them discover how to gain the most from the software

**Practical Construction Planning and Control Using Microsoft Project** Ahmed M. Abdel Aziz,2025-07-31 Practical Construction Planning and Control Using Microsoft Project serves as a practical guide explaining how to implement the Critical Path Method CPM in construction projects using Microsoft Project filling a clear gap in the academic literature For working professionals it provides an all in one guide to construction project management using Microsoft Project which can be used for self learning or training purposes The book provides project managers with definitive reports covering every aspect of project management including time cost resources work and cash flow as well as custom built dashboard reports for effective project management This textbook provides a brief description of the CPM phases of planning scheduling and control Using a consistent example project throughout every chapter of the book each CPM phase is explained using the relevant Microsoft Project commands and functionalities accompanied by explanations and illustrations that describe the implementation Furthermore the chapters offer detailed descriptions and steps for generating common construction scheduling deliverables including network diagrams Gantt chart schedules and cash flow reports Following an Introduction that lays out the essential

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**PRINCE2 Planning and Control Using Microsoft Project** Paul E. Harris, 2007 Annotation A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions

Project Planning and Control Using Primavera P6 Paul E. Harris, 2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the authors Primavera Version 5.0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3.5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting from other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule

*Project 2010 Project Management* Robert Happy, 2010-07-15 The ideal on the job reference guide for project managers who use Microsoft Project 2010 This must have guide to using Microsoft Project 2010 is written from a real project manager's perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft's MCTS Project 2010 certification Explains Microsoft Project 2010 the leading software tool for project managers Shows working project managers practical ways to use Project 2010 on the job Delves into project planning tracking reporting and project closure and explores best practices for all phases of planning Reveals new software features

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**Microsoft Project 2007 Bible** Elaine Marmel, 2011-06-15 Take control of your projects with this in depth guide Whether you re managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking results each of the book s seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks check progress and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What s on the CD ROM You ll find a wealth of trial versions demo software sample projects and bonus appendixes on the CD ROM including Milestones Professional r Advanced formatting calculation Web publishing and reporting features PERT Chart Expert Create eye opening PERT chart project plans PlanView r Project Portfolio Management A comprehensive decision making platform for enterprises WBS Chart Pro Plan your projects with these graphing tools System Requirements See the CD ROM Appendix for details and complete system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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## **Table of Contents Microsoft Project Instruction Manual**

1. Understanding the eBook Microsoft Project Instruction Manual
  - The Rise of Digital Reading Microsoft Project Instruction Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project Instruction Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Project Instruction Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project Instruction Manual
  - Personalized Recommendations
  - Microsoft Project Instruction Manual User Reviews and Ratings
  - Microsoft Project Instruction Manual and Bestseller Lists
5. Accessing Microsoft Project Instruction Manual Free and Paid eBooks
  - Microsoft Project Instruction Manual Public Domain eBooks
  - Microsoft Project Instruction Manual eBook Subscription Services

- Microsoft Project Instruction Manual Budget-Friendly Options
- 6. Navigating Microsoft Project Instruction Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Project Instruction Manual Compatibility with Devices
  - Microsoft Project Instruction Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Project Instruction Manual
  - Highlighting and Note-Taking Microsoft Project Instruction Manual
  - Interactive Elements Microsoft Project Instruction Manual
- 8. Staying Engaged with Microsoft Project Instruction Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Project Instruction Manual
- 9. Balancing eBooks and Physical Books Microsoft Project Instruction Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Project Instruction Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project Instruction Manual
  - Setting Reading Goals Microsoft Project Instruction Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project Instruction Manual
  - Fact-Checking eBook Content of Microsoft Project Instruction Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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