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Microsoft Project 2013 Quick Reference Guide: Creating a ...

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Microsoft® Project 2013 Quick Reference Card Project 2013 Screen Common Views To Display a View: Select the View tab and choose from the Task Views available. Gantt Chart: Default view.

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Displays a list of tasks with bar chart information. Task Usage: Displays a list of tasks showing assigned resources under each task. Network Diagram: Displays a

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The Quick Reference Cards explain the common elements of the Microsoft Project 2013 interface including: an itemized listing of the Project 2013 ribbon commands, an extensive list of the Microsoft Project 2013 keyboard shortcuts, and an explanation of the variables that affect resource assignments in Microsoft Project such as Duration, Work, Assignment Units, and Task Types.

Microsoft Project 2013 Quick Reference Card Pack Download ...

This six-panel Quick Reference Guide walks you through the essential features necessary to plan and manage a project using Microsoft Project 2013. The Guide shows you the most practical approach to. 1. Set Up a New Project, 2. Build a Schedule, 3. Manage Resources, 4. Baseline and Manage the Schedule. Microsoft Project is a feature rich tool.

Microsoft Project Quick Reference Guide - Versatile

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013. 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.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013 at the intermediate level. The following topics are covered: Indenting or Demoting Tasks, "Outdenting" or Promoting Tasks, Hiding/Displaying Tasks under a Summary, Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Recurring Tasks, Splitting Tasks Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress.

This training and reference guide will provide an overview of Microsoft Project 2013, from a project manager's perspective. It is also an excellent preparation guide for Microsoft Exam 74-343: Managing Projects with Microsoft Project 2013. Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 (1993). Prior to the release of Microsoft Project 2013, we were surprised to find that there were no hands-on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application. This guide has been created to serve as that comprehensive reference and training guide, assembling content and best practices honed over many years of Microsoft Project and general project management training. Many training guides on technology are primarily manuals on features and functions of the software. The goal of this book is to show why those features and functions are important from a project management standpoint (based on PMI's Project Management Body of Knowledge, PMBOK), and then demonstrate how to effectively leverage that value. When used cover-to-cover, this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project. The information in this book was selected based on our 20+ years of project management and Microsoft Project consulting experience, and covers Microsoft Project 2013 Standard, Microsoft Project 2013 Professional, Microsoft Project Server 2013, Microsoft Project Web Application 2013 (PWA) and Microsoft Project Online 2013 for Office 365.

Experience learning made easy - and quickly teach yourself how to manage the complete project life cycle with Project 2013. With Step by Step, you set the pace - building and practicing the skills you need, just when you need them! Work with Project 2013 on your PC or touch-enabled device Build and

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fine-tune your project plan Schedule tasks and milestones, and assign resources Track progress and costs, and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views, tables, and calendars Learn project-management best practices

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.

Make the most of Project 2013—without becoming a technical expert! This book is the fastest way to take control of Project 2013, and use it to efficiently manage every phase of your project, from up-front planning through project completion and post-mortems. Even if you've never used Microsoft Project before, this book will show you how to do what you want, one incredibly clear and easy step at a time. Project 2013 has never, ever been this simple! Who knew how simple Project® 2013 could be? This is the easiest, most practical beginner's guide to running real projects with Project 2013—simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Master today's best project management techniques
- Use Project 2013 to solve many key project management problems
- Master Project's revamped interface, from Start screen to Backstage
- Leverage Project 2013's best new features in your day-to-day work
- Get comfortable with the Project Window and its powerful views
- Set up realistic project schedules and calendars
- Add new tasks, dependencies, and resources
- Create budgets, track costs, and quickly resolve cost overruns
- Smoothly reflect changes in your project
- Report on progress, from completed work to anticipated finish dates
- Strengthen decision-making with dashboards, plans, and timelines
- Streamline processes by integrating Project with SharePoint and Office
- Securely share project data with team participants and stakeholders
- Improve efficiency by customizing Project's interface to your needs
- Coherently manage complex project portfolios
- Extend project management to smartphones, tablets, and the cloud

Brian Kennemer, Microsoft MVP for Project and Project Server, has worked with Project since 1997. He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years, and has helped several Microsoft Partners design and deploy Project Server-based systems. Sonia Atchison has worked with Microsoft Project since 1999. In 2006, she joined Microsoft's writing team, producing extensive help content, videos, and content for Office.com and TechNet.

An easy-to-understand guide to the latest version of Microsoft's enterprise project management software: Project 2013 If you've never used project management software before or if you're just getting up to speed on the new features in Project 2013, this is the book for you! With this easy-to-understand guide, you have a completely updated resource that covers the latest changes and newest enhancements to Project 2013 and shows you how to make Project 2013 work for you. After an introduction to basic project management concepts, you'll discover the mechanics of using Project software to create and manage projects. Other topics covered include working with calendars, using and sharing resources, budgeting, formatting taskbars, gathering and tracking data, working with reports, and creating templates. Shows you how to manage resources, share project information, perform scenario analysis, and standardize reporting processes Presents completely updated coverage of the new Project 2013

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Reviews formatting taskbars, gathering and tracking data, and working with reports Addresses using and sharing resources, creating templates, and managing projects Take charge of your next project and ensure its success with a little help from Project 2013 For Dummies.

The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with Microsoft Project 2019. Jump in wherever you need answers—brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need

All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software. Microsoft® Project 2019 is a minor update of Microsoft® Project 2016 and therefore this book covers versions 2013, 2016 and 2019. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013 and 2016. It has revised workshops and includes the new functions of Microsoft Project 2016. This publication was written so it may be used as:

- A training manual, or
- A self teach book, or
- A user guide.

The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project 2013, 2016 and 2019 by:

- Concentrating on the core functions required to plan and control a project.
- Keeping the information relevant to each topic in the appropriate chapter.
- Providing a quick reference at the start of each chapter listing the chapter topics.
- Providing a comprehensive index of all topics.

The book is aimed at:

- Project managers and schedulers who wish learn the software, however are unable to attend a training course, or require a reference book.
- Project management companies in industries such as building, construction, oil & gas, software development, government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software.
- Training organizations who require a training manual to run their own courses.

This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. It draws on the author's practical experience in using the software in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data.

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