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Microsoft Project 2013 (Quick Study Computer)

Project 2013

Introduction

Microsoft Project 2013 is powerful software application that helps organize, plan, monitor, and control projects. It provides state-of-the-art tools to quickly enter and relate project tasks, resources, task durations, and costs to provide visibility to a project. Microsoft Project includes thousands of templates organized by type, including Business, Construction, Marketing, and Production. Some examples of templates for common projects managed using Microsoft Project include:

- Commercial construction
- Physical construction
- Software development plan
- New business plan
- Product launch
- Product development plan
- Market research schedule
- Create a budget
- Training development plan
- Marketing campaign plan

Microsoft Project provides tools to qualify other tasks, resources, dependencies, constraints, and associated costs. Microsoft Project includes many views, features, and tools to organize and manage your project tasks, resources, views, and reports to provide visibility to your project resources, costs, critical path, and timeline. This guide assumes a working knowledge of Microsoft Office applications. Standard Microsoft Office functions, such as formatting and detailed steps for selecting design options, are not covered to make space for features and functions specific to Microsoft Project. Also, note that the > character is used at times to separate selections to click on when navigating to features, functions, or option selections.

EX: Click **File**, then click **Save**, is sometimes denoted as **File>Save**.

Main Window

The main window in Microsoft Project includes many features and tools to help you enter and manage your project. Listed below is a summary of the tools and features available in the main view.

14 Insert Group: Includes quick access icons and drop-down arrows to add various types of tasks, milestones, and deliverables.

15 Properties Group: Includes icons to access project information, task notes, and task details as well as to add tasks to the timeline.

16 Editing Group: Includes tools to edit tasks, find and replace tasks, and clear task notes and formatting.

17 Timeline: The timeline shows a graphical view of the summary tasks in the project plan by default. The timeline can be customized to include or exclude specific activities. Narrow design options are also available to customize colors and labels.

18 Task ID Number: The task ID (line number) used to reference the task.

19 Indicator: The indicator indicates the task icon to highlight task information and warnings (e.g., a task is **Completed** or a task is **Overallocated**).

20 Task Mode: This column displays whether the task is set to **Manually Schedule** or **Auto Schedule**, the start date, end date, and duration based on other task dependencies, resource availability, calendar, and other factors.

21 WBS: Work Breakdown Structure codes organize tasks in a hierarchical structure.

22 Task Name: Name of the task when viewing tasks or name of the resource when using a resource view.

23 % Complete: Percentage complete for the task.

24 Duration: The length of calendar time estimated for a task to complete.

25 Start: Projected or planned start date for task.

26 Finish: Projected or planned finish date for task.

27 Actual Start: Actual start date for the task.

28 Actual Finish: Actual finish date for the task.

29 Predecessor: Task number(s) of task(s) planned to precede the task.

30 Resource Name: List the name(s) of resource(s) assigned to the task.

31 Add New Columns: There are lots of task details and calculated fields that can be added to the Gantt Chart. To add columns, click on the **Add New Columns** drop-down arrow located in the last column on the right and a drop-down list of available columns will appear. Click on the desired task information and the selected task information is added to the last column of the Gantt Chart table.

32 Collapsed Task Summary: The Collapsed Task Summary icon shows the Summary task with the individual tasks collapsed or hidden.

33 Expanded Summary: The Expanded Task Summary icon shows all of the tasks under a Summary task.

34 Gantt Chart: A graphical representation of the project that shows task details including duration, assigned resources, predecessor and successor relationships, and relationships. Gantt Chart style and format options are available on the Format tab.

1 Quick Access Toolbar: Includes quick access icons to save, undo, and redo commands as well as drop-down menus to other useful features, functions, and options. To add a frequently used command to the Quick Access Toolbar, select **File>Options>Quick Access Toolbar**. Use the **Add** and **Remove** buttons in order to customize the toolbar by adding or removing commands.

2 Ribbon: Includes tabs with features, functions, and options relevant to the view selected in Microsoft Project. The tabs use the same, including **Task**, **Resource**, **Project**, **View**, and **Format** elements, available features and options on the ribbon change depending on the view. The example above shows the **Gantt Chart View**, so above the **Format** tab is the **Gantt Chart Tools** ribbon. When the **Resource View** is selected, the available features and tabs above the **Format** tab will change to **Resource Tools**. When a timeline is selected, it will show **Timeline Tools**.

3 File (Backstage View) Tab: Selecting the file tab takes you to the Backstage view with options to view **Project Information**, **Create New Projects**, **Open**, **Save**, **Print**, **Share**, **Export**, **Close**, **Search**, **Account**, and set **Options for Microsoft Project**.

4 Task Tab: Includes groups of tools and buttons to add and work with project tasks, such as **File**, **Schedule**, **Tools**, **Insert**, **Properties**, and **Editing**.

5 Resource Tab: Includes resource-related options to modify, adjust, and level resources such as **Team Planner**, **Assign Resources**, **Add Resources**, and **Level Resources**.

6 Report Tab: Includes groups of reporting options to view various cost, resource, and project reports as well as to compare projects.

7 Project Tab: Includes options to view and modify project information, set and manage baselines, and update project status.

8 View Tab: Includes options to view project data, tasks, and resources. Create new views by arranging windows and splitting the screen to view multiple projects or two views of the same project.

9 Format Tab: Includes design and format options for colors, shapes, text, and more on the **Gantt Chart**, tables, and reports.

10 Gantt Chart View: The **Task** tab is the default view for Microsoft Project and one of the most used. See a summary of the groups of commands, features, and tools on the **Task** tab of the **Gantt Chart** provided below (P11-16).

11 View Group: This includes a quick access **View** button to return to the **Gantt Chart** view with a drop-down arrow at the bottom of the button for quick access to several other popular view options, including an option at the bottom to **See More Views**.

12 Schedule Group: Includes tools to quickly status tasks, indent and outdent tasks, split tasks, link tasks, and deactivate tasks.

13 Tasks Group: Includes options to manually schedule tasks, auto schedule tasks, inspect tasks for errors or warnings, change task mode, and move tasks to earlier or later dates.



Synopsis

Unleash the power of project management in Microsoft's Project 2013 with our quick access format for easy to find answers. Newbie or pro, as the project manager or as part of your team, use this guide for reference so everyone can stay on the same page.

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