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#### Common Views

To Display a View: Select the VIEW tab and choose from the Task Views available.

Gantt Chart: Default view. 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 sequence or logic diagram that shows the project's tasks and dependencies.

Calendar: Displays tasks and durations in a monthly calendar.

Cher Views: Provides additional views:

- Task Form: Detailed information of the solers took.
- · Task Sheet: List of all the tasks and selected details.
- . Timeline: An expanded view of the Signature.

### **Keystroke Shortcuts**

Save Project File	«Ctrl» + «S»
Close Current Project	«Ctri» + «W»
Open Existing Project	«Ctrl» + «O»
Print/Print Preview	<ctrl> + <p></p></ctrl>
Task or Resource Information	<shift> + <f2></f2></shift>
Assign Resources	«Alt» + «F10»
Copy	-cCtrls- + -cCs-
Cut	«Ctrl» « «X»
Paste	eCtrls + eVs
Help	<f1></f1>
Go To Selected Task	<ctrl> + <shift> + <f5></f5></shift></ctrl>
Link Selected Task	«Ctrl» + «F2»
Unlink Selected Task	«Ctrl» + «Shift» + «F2»
Create a Hyperlink	«Ctrl» « «K»
Zoom In	«Ctrib» «/»
Zoom Out	<ctrl> + <shift> + &lt; *&gt;</shift></ctrl>
Undo	«Ctrl» • «Z»
Redo	«Ctrl» + «Y»
Bold	<ctrl> + <b></b></ctrl>
Italics	«Ctri» + «d»
Underline	«Ctrib» » «Ub»

# Project 2013 Quick Reference Card



#### Project 2013 Fundamentals

- To Create a New Project: Click the FILE tab, click the NEW tab and click the Blank Project option. Or press «Ctrl» + «N».
- To Use a Template: Click the FILE tab. click. the NEW tab. Select a template from the menu. and click OK.
- To View Information About the Project: Select the PROJECT tab and click Project Information in the Properties group.
- Set the Working Time Calendar: Select the PROJECT tab and click Change Working Time in the Properties group. Select the date(s): you want to change and select a new calendar, or enter the new working hours in the Start and Finish boxes.
- To Use Spell check: Select the PROJECT. tab and click Spetting in the Proofing group.
- To Use Undo and Redo: Click the Undo button and Redio button on the Quick Access toolbar.
- To Adjust the Timescale: Select the VIEW. tab and choose from the options in the Times calle list arrow in the Zoom group.
- To Adjust the Zoom Level: Select the VIEW tab and click the Zo-om button to either zoom in or zoom out. Alternatively, click the Entire Project button to zoom to a level where the whole project is visible.

- To Save a Project File: Click the Save button on the Quick Access toolbar or dick FILE tab and select Save or Save As if you wish to change the file name or location.
- To Set a Baseline Plan: Click the PROJECT tab, dick the Set Baseline drop list. arrow in the Schedule group and choose Set. Baseline, Click the Set Baseline Plan option, choose the baseline number, save the planfor the entire project or selected tasks, and click.
- To Set an Interim Plan: Click the PROJECT tab. dick the Set Baseline drop list. arrow in the Schedule group and choose Set Baseline. Select the baseline details and click. OK. Click the Set Interim plan option, choose where to copy from and where they should be copied into, save the plan for the entire project or selected tasks, and click OK.
- To Show or Hide the Planning Wizard: Click the FILE tab and click Options. Click the Advanced tab and either select or deselect the Advice from Planning Wizard checkbox.
- To View a Task's Usage: Select the task and click the View tab, Click the Task Usage button. in the Task Views group.
- To Get Help: Press «F1» to open the Project. Help task pane, type your question, and click the Search button.

# **Reference Guide Microsoft Project 20**

**Bonnie Biafore** 

#### **Reference Guide Microsoft Project 20:**

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