

## *Microsoft Project Quick Reference Guide*

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Microsoft Project is a powerful project scheduling tool, however, this functionality can be overwhelming for new project managers. Our 8-step quick reference guide covers setup, planning and execution basics to help you successfully deliver projects.

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013. See also our related guide: Project 2013 Managing Complexity. The following topics are covered: Setting the Project Start Date, Describing a Project, Switching to a Different View, Switching to Unlisted Views.

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Office Quick Starts. Get up and running quickly with the basic info you need to be productive right away.

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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.

### **Project QRG - The Versatile Company**

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MICROSOFT PROJECT 2013 QUICK REFERENCE CARD: MICROSOFT PROJECT TERMINOLOGY PROJECT SCHEDULE The activities and resources required to produce the deliverables for a project. TASK MILESTONE SUMMARY PROJECT SUMMARY RESOURCE RESOURCE POOL ASSIGNMENT DEPENDENCY PREDECESSOR SUCCESSOR SCHEDULING CONSTRAINT DEADLINE GANTT CHART

### **MICROSOFT PROJECT 2013 - Arbutus Solutions**

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