

Microsoft Project 2013 usage 01

This presentation enters the data from a old class as a simple data entry example for Microsoft Project 2013.

Preuss
2/7/2016



Recycle Bin



Shortcut to SecureDow...

The presentation log on to Windows 10.



Recycle Bin



Shortcut to



Tim Preuss

Life at a glance

Most used

- 📄 Notepad >
- 🖥️ Command Prompt
- 💡 Get Started
- 👤 People
- 🧮 Calculator
- 🕒 Alarms & Clock

 Calendar	Get all your mail in one place Mail	
 Microsoft Edge	 Photos	 Cortana
 Weather	 Phone Compa...	 OneNote

Play and explore

 File Explorer >	 Xbox	 Groove Music	 Movies & TV
 Settings	▼ DOW ▼ FTSE 100 ▼ NIKKEI 225		
 Power	N. Korean patrol boat crosses to South, retreats after warning shots 		
 All apps			

The presentation opens the "Start Menu".



Recycle Bin



Shortcut to

M Life at a glance

- Microsoft Edge
- Microsoft Office 2013 New ^
- Office 2013 Language P... New
- Office 2013 Upload Cen... New
- Project 2013 New
- Project Server 2013 Acc... New
- Microsoft Solitaire Collection
- Microsoft Wi-Fi New
- Money
- Movies & TV

Calendar | We speak Outlook | Mail

Microsoft Edge | Photos | Cortana

Weather | Phone Compa... | OneNote

N Play and explore

- News
- OneDrive
- OneNote

More ways to play. Join us! | Xbox | Groove Music | Movies & TV

▼ DOW
▼ FTSE 100
▼ NIKKEI 225

N. Korean patrol boat crosses to South, retreats after warning shots

The presentation opens the "All Apps" option. The presentation find Project 2013 under Microsoft Office 2013. It is possible to find Project 2013 in other places on the menu. The presentation selects "Project 2013" to start the program.

Project

Recent

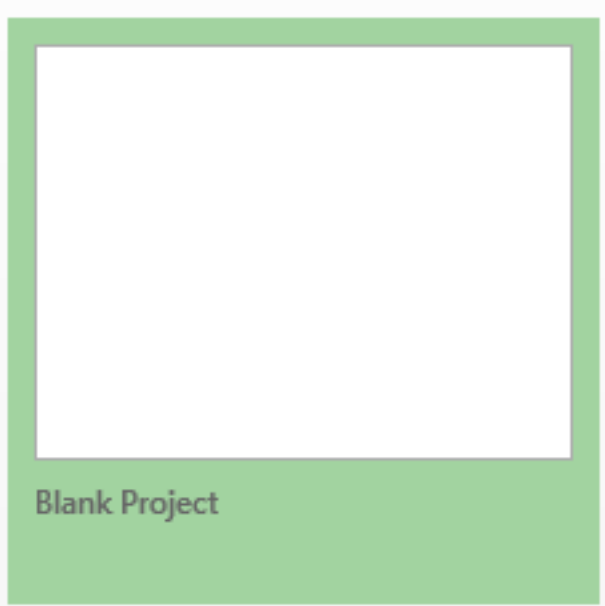
You haven't opened any projects recently. To browse for a project, start by clicking on Open Other Projects.

Open Other Projects

Search for online templates

Suggested searches: Project Management Project Plan
Projects Schedules Themes Analysis Industry

Tim Preuss
tim_preuss@my.minnesota.edu
[Switch account](#)



The presentation selects a "Blank Project" to continue.

Project1 - Project Professional | GANTT CHART TOOLS

FILE | TASK | RESOURCE | REPORT | PROJECT | VIEW | FORMAT

Tim Preuss

Gantt Chart View | Paste | Clipboard | Calibri | 11 | 0% 25% 50% 75% 100% | Mark on Track | Respect Links | Inactivate | Manually Schedule | Auto Schedule | Task | Insert | Information | Properties | Scroll to Task | Editing

TIMELINE

Start Sun 2/7/16 | Add tasks with dates to the timeline | Finish Sun 2/7/16

GANTT CHART

Task Mode	Task Name	Duration	Start	31, '16							Feb 7, '16							Feb 14, '16							Feb 21, '16						
				M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T			

Project 2013 is ready for data entry.

i New tasks are created in Manually Scheduled mode ✕
 Change new tasks' default mode here

Project1 - Project Professional

FILE TASK RESOURCE REPORT PROJECT VIEW **GANTT CHART TOOLS** FORMAT

Clipboard Font Schedule Tasks Insert Properties Editing

Manually Schedule Auto Schedule

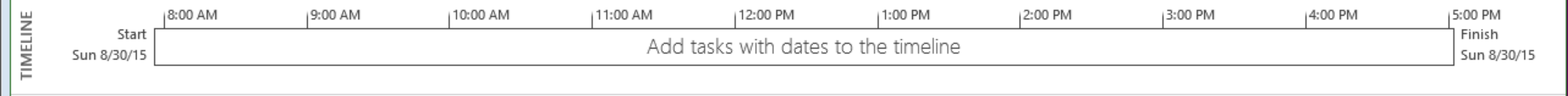
Inspect Move Mode

Summary Milestone Deliverable

Information Notes Details Add to Timeline

Scroll to Task

Tim Preuss



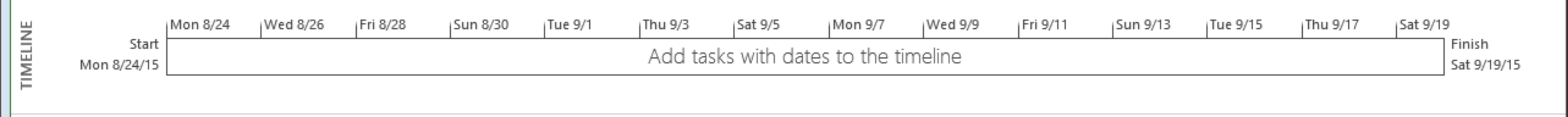
Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column	Feb 7, '16					Feb 14, '16					
								W	T	F	S	S	M	T	W	T	F	S
1	Quiz 01		Sun 8/30/15															

The presentation expands the entry area as shown to see all the columns. The presentation enters the "Task Name" and "Start" as shown.

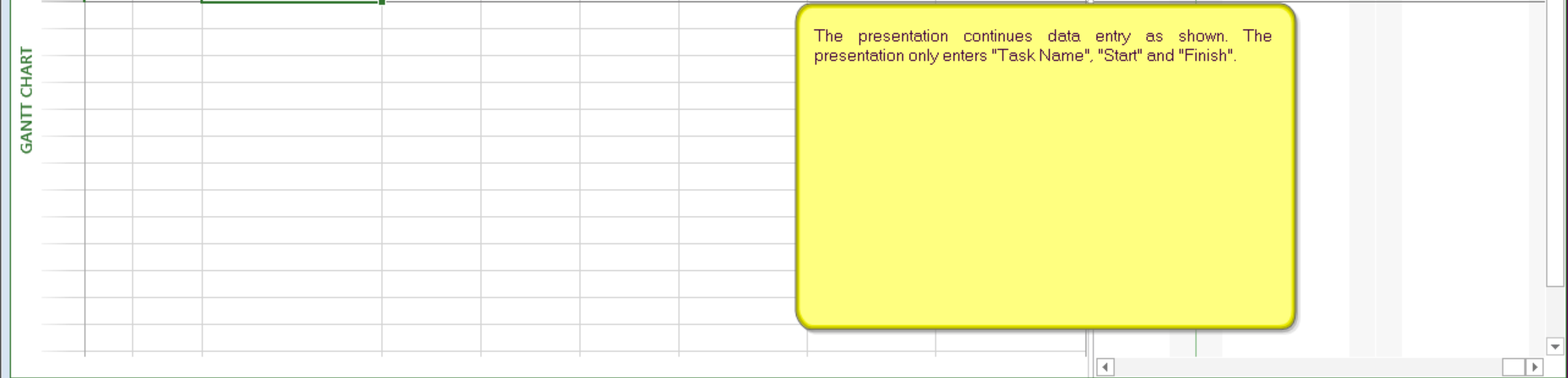
Player | [Icons] | GANTT CHART TOOLS | Project1 - Project Professional

FILE | TASK | RESOURCE | REPORT | PROJECT | VIEW | FORMAT

Clipboard | Font | Schedule | Tasks | Insert | Properties | Editing



Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column
1	Quiz 01	7 days	Sun 8/30/15	Sat 9/5/15			
2	Quiz 02	7 days	Sun 9/6/15	Sat 9/12/15			
3	Quiz 03	7 days	Sun 9/13/15	Sat 9/19/15			
4	Lab 01 Due	20 days	Mon 8/24/15	Fri 9/18/15			



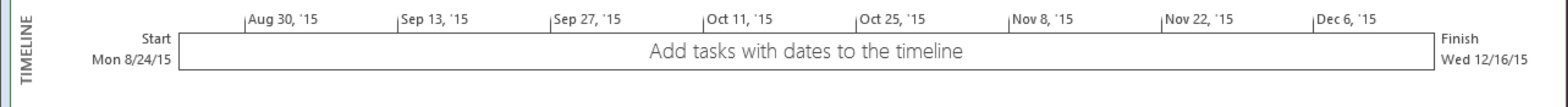
The presentation continues data entry as shown. The presentation only enters "Task Name", "Start" and "Finish".

READY | NEW TASKS : MANUALLY SCHEDULED

Project1 - Project Professional

FILE TASK RESOURCE REPORT PROJECT VIEW **GANTT CHART TOOLS** FORMAT

Gantt Chart View | Paste | Clipboard | Calibri 11 | Font | 0% 25% 50% 75% 100% | Schedule | Mark on Track | Respect Links | Inactivate | Manually Schedule | Auto Schedule | Tasks | Inspect | Move | Mode | Summary | Milestone | Deliverable | Insert | Information | Notes | Details | Add to Timeline | Properties | Scroll to Task | Editing



GANTT CHART

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Add New Column	Feb 7, '16	Feb 14, '16
								W T F S S M T W T F S S M T W T F S	
4	★ Lab 01 Due	20 days	Mon 8/24/15	Fri 9/18/15					
5	★ Quiz 04	7 days	Sun 9/20/15	Sat 9/26/15					
6	★ Quiz 05	7 days	Sun 9/27/15	Sat 10/3/15					
7	★? Article Report 01 Due			Wed 10/7/15					
8	★? Labs 02, 03, 04 Due			Fri 10/9/15					
9	★ Quiz 06	7 days	Sun 10/18/15	Sat 10/24/15					
10	★ Quiz 07	7 days	Sun 10/25/15	Sat 10/31/15					
11	★? Article Report 02 Due			Wed 11/4/15					
12	★? Labs 05, 06, 07 Due			Fri 11/6/15					
13	★ Quiz 08	7 days	Sun 11/8/15	Sat 11/14/15					
14	★ Quiz 09	7 days	Sun 11/15/15	Sat 11/21/15					
15	★ Quiz 10	7 days	Sun 11/29/15	Sat 12/5/15					
16	★? Article Report 03 Due			Wed 12/9/15					
17	★? Labs 08, 09, 10 Due			Fri 12/11/15					
18	★? Final Test Due			Wed 12/16/15					

The presentation continues to enter data.

Network Diagram | Calendar | Resource Usage | Resource Sheet | Sort | Outline | Timescale: Days | Zoom: Entire Project | Timeline: Timeline | Details: [] | New Window | Macros

The presentation changes the view to calendar as shown.

TIMELINE | [Timeline View] | Finish: Wed 12/16/15

Task Mode	Task Name	Duration	Start	End	Feb 7, '16					Feb 14, '16								
					W	T	F	S	S	M	T	W	T	F	S			
1	Quiz 01																	
2	Quiz 02																	
3	Quiz 03																	
4	Lab 01 Due																	
5	Quiz 04	7 days	Sun 9/20/15	Sat 9/26/15														
6	Quiz 05	7 days	Sun 9/27/15	Sat 10/3/15														
7	Article Report 01 Due																	
8	Labs 02, 03, 04 Due																	
9	Quiz 06	7 days	Sun 10/18/15	Sat 10/24/15														
10	Quiz 07	7 days	Sun 10/25/15	Sat 10/31/15														
11	Article Report 02 Due																	
12	Labs 05, 06, 07 Due																	
13	Quiz 08	7 days	Sun 11/8/15	Sat 11/14/15														
14	Quiz 09	7 days	Sun 11/15/15	Sat 11/21/15														
15	Quiz 10	7 days	Sun 11/29/15	Sat 12/5/15														
16	Article Report 03 Due																	

Player | [Icons: Stop, Play, Refresh, Print, Copy, Paste]

Project1 - Project Professional

FILE TASK RESOURCE REPORT PROJECT VIEW **CALENDAR TOOLS** FORMAT

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

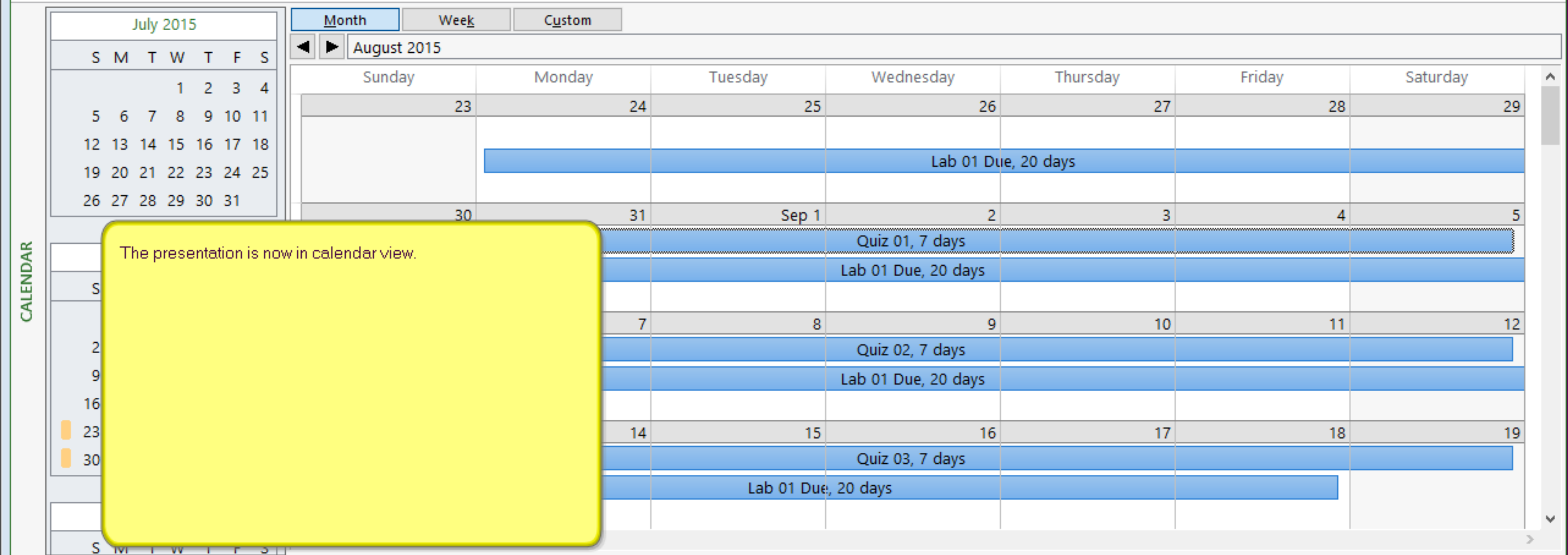
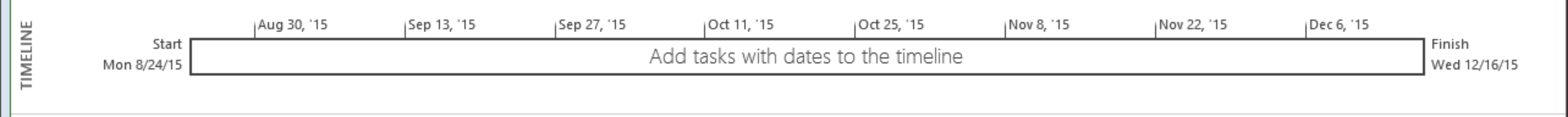
Resource Views: Resource Usage, Resource Sheet, Other Views, Team Planner

Data: Sort, Outline, Tables, [No Highlight], [No Filter], [No Group]

Zoom: Timescale (Days), Zoom (Entire Project, Selected Tasks)

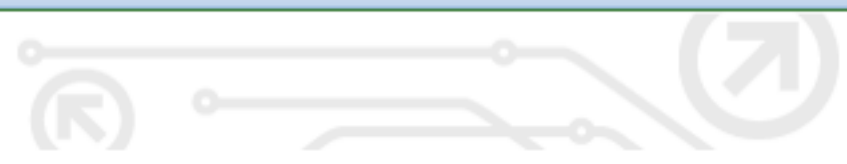
Split View: Timeline, Details

Window: New Window, Macros



The presentation is now in calendar view.

READY | NEW TASKS : MANUALLY SCHEDULED



- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export**
- Close
- Account
- Options

Export

- Create PDF/XPS Document
- Save Project as File

Create a PDF/XPS Document

- Preserves fonts, formatting and images
- Content cannot be easily changed
- Free viewers are available on the Web



The presentation prepares to export the schedule as shown.

Browse

Users > Tim > Documents

Search Documents

Organize | New folder

Name	Date modified	Type
data	12/3/2015 1:08 PM	File folder
tar	11/24/2015 2:42 PM	File folder
xz	11/24/2015 2:38 PM	File folder
zip	11/24/2015 2:28 PM	File folder

File name: cptr1138_fall2015.pdf

Save as type: PDF Files (*.pdf)

OK Cancel

The presentation selects the folder and file name as shown.

Project Professional

Timeline

Zoom: Entire Project, Selected Tasks

Split View

Dec 6, '15

Friday	Saturday
28	29
30	31
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

Calendar tasks:

- Quiz 01, 7 days
- Lab 01 Due, 20 days
- Quiz 02, 7 days
- Lab 01 Due, 20 days
- Quiz 03, 7 days
- Lab 01 Due, 20 days

CALEN

S	M	T	W	T	F	S
						1
		6		7		8
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

Player | [Icons]

Project1 - Project Professional

FILE TASK RESOURCE REPORT PROJECT VIEW **CALENDAR TOOLS** FORMAT

Task Views: Gantt Chart, Task Usage, Network Diagram, Calendar, Other Views

Resource Views: Resource Usage, Resource Sheet, Other Views

Data: Sort, Outline, Tables, [No Highlight], [No Filter], [No Group]

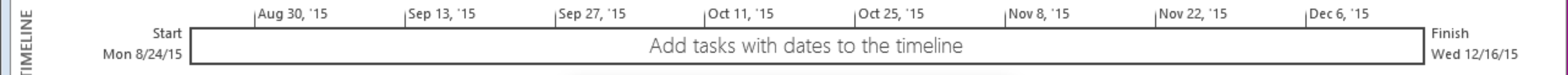
Zoom: Timescale (Days), Zoom (Entire Project, Selected Tasks)

Split View: Timeline, Details

Window: New Window

Macros

Tim Preuss



CALENDAR

July 2015

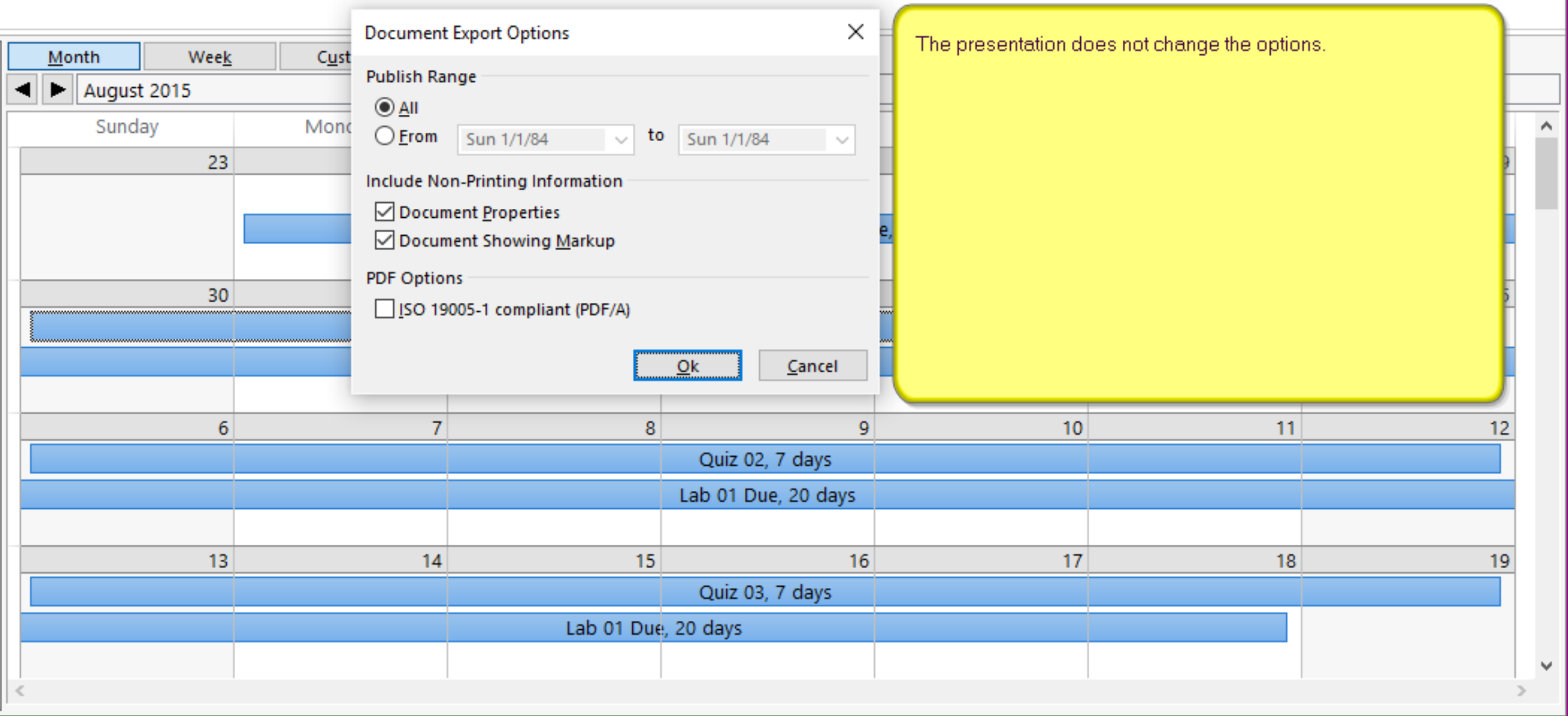
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	T	F	S
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Document Export Options

Publish Range

All

From: Sun 1/1/84 to Sun 1/1/84

Include Non-Printing Information

Document Properties

Document Showing Markup

PDF Options

ISO 19005-1 compliant (PDF/A)

Ok Cancel

The presentation does not change the options.

BUSY NEW TASKS : MANUALLY SCHEDULED

[Icons]



	23	24	25	26	27	28	29
Lab 01 Due, 20 days							
Quiz 01, 7 days							
Lab 01 Due, 20 days							

This is a partial view of the PDF file.

September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
Quiz 01, 7 days						
Lab 01 Due, 20 days						
6	7	8	9	10	11	12
Quiz 02, 7 days						