

Project 2013 - Introduction and Views

The Project 2013 - Introduction and Views course is in the Microsoft Specialist exam 74-343 range. You will learn about screen components and how to use Project views. This includes Sheet and Form views, Task and Resource views, and Combinations views.

The estimated time to complete this course is 2 hours and 20 minutes.

Screen Components and Help Tools

Starting Project and Help Tools

- Project 2013
- Starting Project
- Using Help
- Help Tools
- Searching Help
- Switching to Offline Help
- Closing Project

Screen Components

- Project Screen Components
- Using Ribbon Commands
- Quick Access Toolbar
- Customising the QAT
- Collapsing the Ribbon
- Customising the Ribbon
- Status Bar
- Taskbar
- Taskbar Properties
- Gantt Table
- Gantt Chart
- View Bar
- Mouse Cursor Shapes
- Scroll Bars

Project Views

Sheet and Form Views


- View Types
- Sheet Views
- Calendar View
- Task Usage View
- Resource Sheet View
- Resource Usage View
- Task Sheet View
- Form Views
- Resource Form View
- Resource Name Form View
- Task Name Form View
- Task Form View
- Task Details Form View

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

 [@nyedservices](https://twitter.com/nyedservices)

Task and Resource Views

- View Ribbon
- Gantt Chart View
- Network Diagram View
- Descriptive Network Diagram View
- Relationship Diagram View
- Resource Graph View
- Leveling Gantt View
- Detail Gantt View
- Tracking Gantt View
- Multiple Bases Gantt View
- Rollup Views
- Bar Rollup View
- Milestone Rollup View
- Milestone Date Rollup View
- Team Planner
- Using the Timeline

Combination Views


- Combination Views
- Task Entry View
- Auto Scheduled Tasks
- Resource Allocation View
- Splitting Windows
- Changing Tables in Views
- Applying the Cost Table
- Earned Value Table
- Creating Custom Views
- Modifying the View Details

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

 [@nyedservices](https://twitter.com/nyedservices)