



Microsoft Project 2013 Cheat Sheet

Microsoft Project 2013 is a project management software program that helps you plan projects and keep them on track, no matter how big or small. Project allows you to collaborate with others from virtually anywhere. Team members can manage tasks, collaborate, submit time sheets and flag issues and risks. Additionally, managers can analyze resources, budgets and timelines and easily measure progress and anticipate resource needs with detailed, customizable out-of-the-box reports.

This Microsoft Project 2013 Cheat Sheet from [CustomGuide](#) covers the basic screen layout, fundamentals of using the program, keyboard shortcuts, planning and managing projects, working with tasks, working with resources and costs, tracking progress and balancing projects.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- Project 2013 Cheat Sheet.pdf