

99 Tricks And Traps For Microsoft Office Project 2013 2016 And 2019

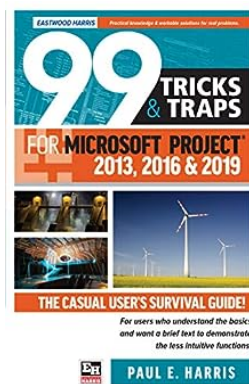
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Microsoft Office Project is a powerful tool used by project managers around the world. Whether you are working on small-scale projects or managing complex programs, Project 2013, 2016, and 2019 offer a wide range of features and capabilities that can help you streamline your project management processes.

In this article, we will explore 99 tricks and traps for Microsoft Office Project 2013, 2016, and 2019. From hidden shortcuts to advanced features, we will cover everything you need to know to become a Project power user.

1. Mastering the User Interface:

The first step in becoming proficient with Microsoft Office Project is to understand its user interface. Familiarize yourself with the different tabs, ribbons, and menus available. Customize the layout to suit your preferences and workflow. The more comfortable you are with the interface, the more efficiently you can navigate and utilize the software's features.



99 Tricks and Traps for Microsoft Office Project 2013, 2016 and 2019 by Paul E Harris (Kindle Edition)

★★★★☆ 4 out of 5

Language	: English
File size	: 11086 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Print length	: 136 pages
Lending	: Enabled



2. Keyboard Shortcuts:

Learning keyboard shortcuts is essential to boost your productivity. Memorize commonly used shortcuts like Ctrl + S for saving your project, Ctrl + C for copying selected items, and Ctrl + V for pasting. Get into the habit of using shortcuts, and you'll save valuable time in the long run.

3. Utilizing Templates:

Project 2013, 2016, and 2019 come with a variety of templates for different project types. Instead of starting from scratch, make use of these templates to kickstart your projects. These templates already have predefined settings, task structures, and timelines, saving you time and effort.

4. Customizing Project Views:

Take advantage of the flexibility in Project to customize your project views. Modify the Gantt Chart, Task Sheet, or Resource Sheet to display the information that is most relevant to your project. This allows you to focus on the specific details you need without overwhelming clutter.

5. Utilizing Resource Pool:

If you are managing multiple projects simultaneously, consider creating a resource pool. This allows you to pool and share resources across projects, ensuring optimal resource allocation and avoiding overbooking. By centralizing your resources, you can get a holistic view of their availability and make informed decisions.

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Microsoft Office Project 2013, 2016, and 2019 have numerous hidden features and productivity hacks that can significantly enhance your project management capabilities. By mastering these tricks and traps, you can become a proficient user, saving time and effort while effectively managing your projects.

Remember to explore the software, experiment with different options, and stay updated with the latest features and updates. With dedication and practice, you can leverage Microsoft Office Project to its fullest potential, ensuring successful project completion.



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The casual user's survival guide! For users who understand the basics and want a brief text to demonstrate the less intuitive functions.

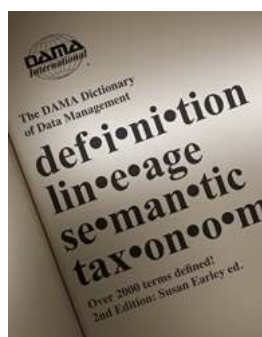
The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane.

This book quickly gets down to the issues that many people grapple with when

trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate.

About the Author:

Paul Harris is the founder and director of Eastwood Harris Pty Ltd, a Melbourne Australia consulting firm that serves project management professionals, engineers and large organizations around the world. Eastwood Harris offers high level consulting and training on project management and controls. Harris is the author of more than a dozen books on project management software and is a Certified Cost Engineer, a certified PRINCE2 Practitioner and a member of the Project Management Institute (PMI). Visit his web site at <http://www.eh.com.au>.



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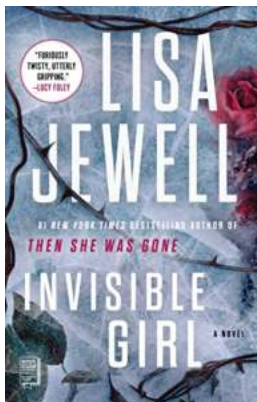
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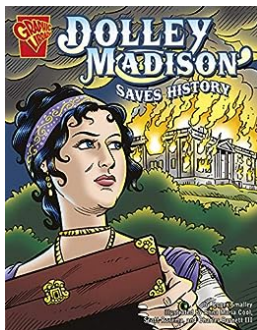
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