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Using Project Help and the Project Web Site To access information to help you learn how to use Project 2013: 1. Access Project Help. Click the question mark/help icon on the upper side of the ribbon. The Project Help screen displays, as shown in Figure A-11.

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Right-click, and then click Paste. Copy and paste from Project to another Office application. To copy and paste data from Project 2010 to another Office application, in Project 2010, click the column headings and data that you want to paste into an Office application, such as Excel, Word, or Microsoft PowerPoint®.

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Project 2013 Fundamentals. i,-To Create a New Project: Click the File tab, click the New tab and click the Blank Project option. Or press Ctrl + N. i,-To Use a Template: Click the File tab, click the New tab. Select a template from the menu and click OK.

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i,-To Save a Project File: Click the Save button on the Quick Access Toolbar, click File tab on the Ribbon and select Save. Project tab on the Ribbon and click the Project Information button in the Properties group. tab on the Ribbon and click the Change Working Time button in the Properties group. From: and To: boxes.

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In the Start Date box, type 1/2/12, or click the down arrow to display the calendar and select January 2, 2012. Tip In the calendar, you can navigate to any month and then click the date you want, or click Today to quickly choose the current date. Project Standard users do not see this portion of the dialog box.

In this chapter, you will learn how to

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