

APPENDIX **A**

GUIDE TO USING MICROSOFT PROJECT 2013

Note 1: This Appendix is used with permission from Schwalbe Publishing. It was published as a stand-alone book on May 2, 2013, and as an appendix in Kathy Schwalbe's *Healthcare Project Management* (co-authored with Dan Purlong) and *Revised An Introduction to Project Management, Fourth Edition*.

Note 2: This guide was written using the free trial of Microsoft Office Project 2013 Professional and Windows 7. Your screens may appear slightly different. You can download a free trial of Project 2013 Professional from the Microsoft website. You can access updated information as well as the older version of this guide based on Project 2010 at www.intropm.com. You can purchase just this new Appendix from www.intropm.com in Kindle or hard-copy format. Also note that Microsoft now provides a cloud-based tool called Project Online, available for a monthly fee.

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Ms Project 2013 User Guide

Jiyuan Zhang



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