Chapter 1 - Exploring UI of Project

Learning Objectives

- Exploring the basic commands

- Use the Backstage view

- Work with commands on different tabs of the ribbon interface.

The Project interface: Finding your way around

Start the Project application. You can start Project from the Start menu (in Windows 7) or Start screen (in Windows 8), or by opening a Microsoft Project file. We shall start a blank Project without opening a file and then examine the major parts of the interface. If you do not see the default start screen then

a) On the File tab, click Options.

b) In the Project Options dialog box, click General,

c) Under Start Up Options, click Show The Start Screen When This Application Starts.

Major parts of the Project interface: (Refer figure 1.1)

1. In the extreme left top corner you see The Quick Access Toolbar. It is a customizable area of the interface where you can add your favorite or frequently used commands. By default it shows <Save, Redo, Undo and Save as>.

2. If you wish to add more commands then <click the dropdown> and select the commands you wish to have on the quick access toolbar.

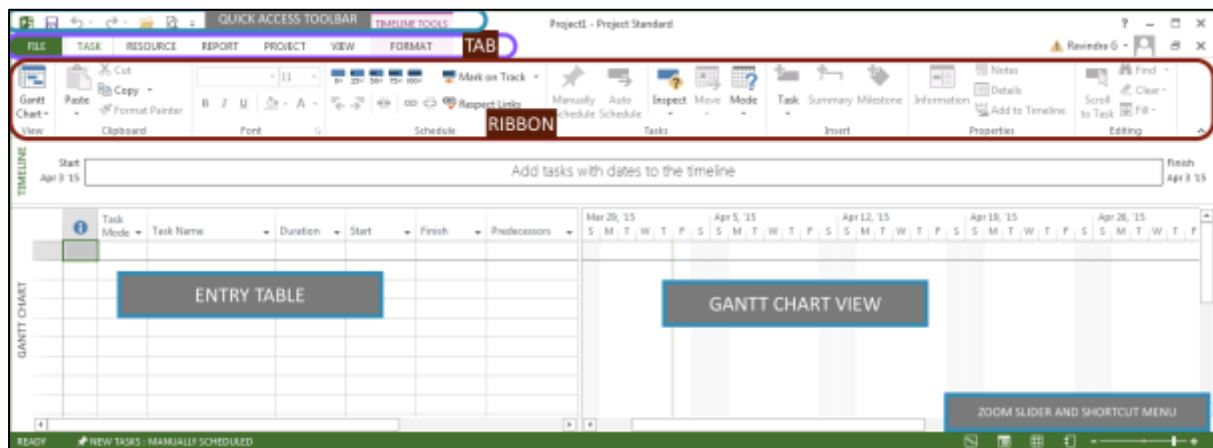3. To remove a command from the tool bar uncheck the command on drop down

Figure 1.1

Tabs and Ribbon

Tabs

- Tabs on the ribbon replace the pull-down menus and toolbars that you might be familiar with. Tabs group high-level focus areas of Project together.

Ribbon

- The ribbon contains the commands you use to perform actions in Project.

Groups

- Within each tab there are groups. Each tab is divided into multiple groups. Groups are collections of related commands.

Commands

- Commands are the specific features you use to perform actions in Project. Each tab contains several commands.
- Some commands, like Cut on the Task tab, perform an immediate action.
- Other commands, like Change Working Time on the Project tab, display a dialog box or prompt you to take further action in some other way.

Tooltips

- The tooltips give you the description of commands.

Dialogue box launcher

- In the lower-right corner of some groups, a small square button containing an arrow that points down and to the right; this button is called a dialog box launcher and it does exactly what its name implies — if you click a dialog box launcher button, Project displays a dialog box that contains additional options <Read options>associated with the particular group.

Shortcut keys

- You may be interested to use the shortcut keys instead of mouse with the ribbon for each command. To view the shortcut keys
  - Press the Alt key to display letters representing a tab. Press the letter of the tab, and Project displays additional letters or combinations of letters for each button on that tab. Press the letter or combination of letters and Project performs the action associated with that button.

Working with the Mini Toolbar

- The Mini Toolbar appears whenever you right-click any cell in the table portion of a view. You can use the Mini Toolbar to perform common tasks, such as applying italics to a task name or inserting or deleting a task.

Hide ribbon

- You can hide them temporarily and just display the tab names by
  - Clicking the Minimize the Ribbon button in the upper-right corner of the Ribbon.
  - Whenever you click a tab, Project redisplays the buttons on that tab;
  - After you click a button on the tab or simply click outside the Ribbon, Project hides the buttons again.

Time line

- Just below the Ribbon, the Timeline view appears by default. This new view can be used to provide a snapshot of your project's tasks and durations.

- By default, Project displays the Gantt Chart view, which contains a table on the left side and a chart on the right

- At the bottom right of the Project window is the status bar. Status bar contains
    - View shortcut buttons
    - These buttons quickly switch between the Gantt Chart view, the Task Usage view, the Team Planner view, and the Resource Sheet view and the timescale zoom slider
    - On the left side of The Status bar it displays some important details like the scheduling mode of new tasks (manual or automatic) and whether a filter has been applied to the active view

The Backstage view: Managing files and setting options

The **Backstage view** is a part of the Project interface, and you will see a similar Backstage view in most other Office 2013 applications. The Backstage view contains customization and sharing options, as well as the essential commands for file management like Open, New, and Save.

Let us navigate to the Backstage view and see its major parts.

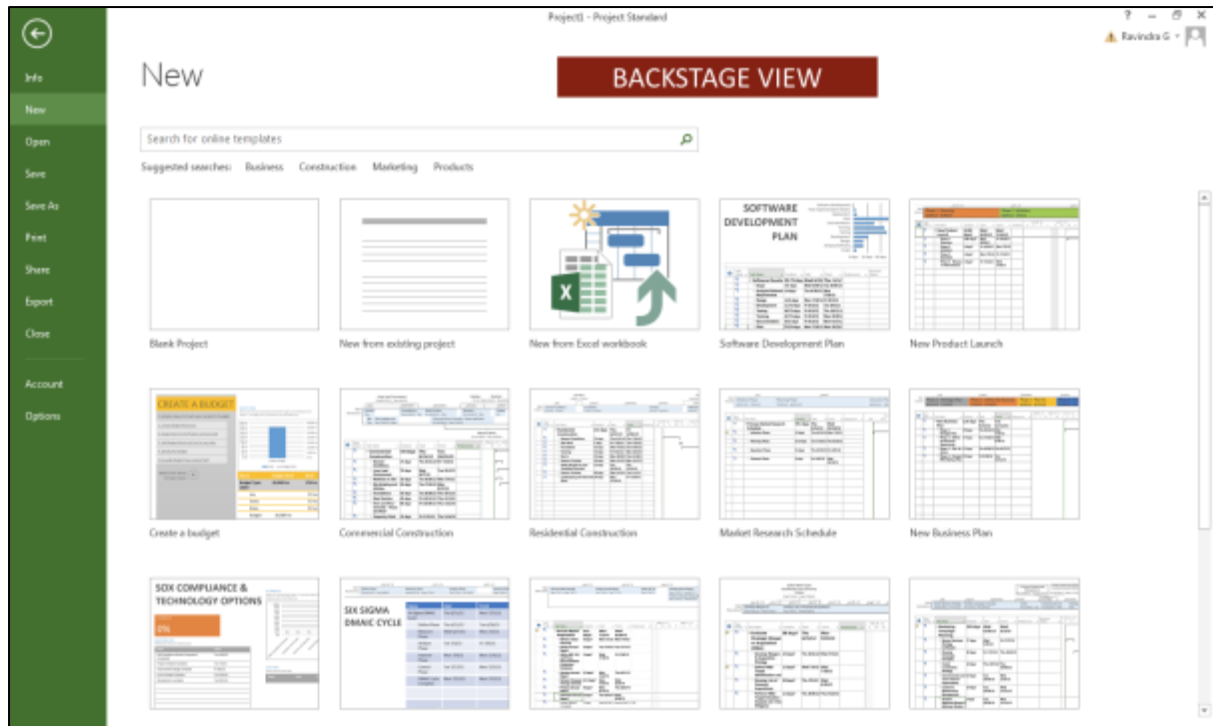Click the File tab . Project displays the Backstage view.

Figure 1.2

1. If the Open screen is not already visible, on the left side of the Backstage view click the **Open tab**. Project displays options for opening files, as well as a list of recently opened files. In most cases, you can click the tab name to see more options:

2. **Info** gives you access to the Organizer, a feature used to share customized elements like views between plans; Info also shows you information about the active plan like its start and finish date, statistics, and advanced properties. We will work with these properties in our later modules

3. **New** displays options for creating a new plan, either from scratch or based on a template.

4. **Open, Save, Save As**, and **Close** are standard file-management commands.

5. **Print** includes options for printing a plan, as well as the print preview.

6. **Share** includes options for SharePoint synchronization and attaching a plan to an e-mail message.

7. **Export** includes options for generating a Portable Document Format (PDF) or XML Paper Specification (XPS) format file of the plan, and other options for exporting content.

8. **Account** displays connected services as well as information about Project such as version information. With a Microsoft account, you can use services such as streaming Office applications, SkyDrive file storage, and roaming personal settings. When you are signed in, your user information appears in the upper-right corner of the Project window.

9. **Options** displays the Project Options dialog box. This dialog box itself contains several tabs through which you can adjust a wide range of behaviors in Project, such as whether you want to see the start screen when Project starts.

The ribbon and tabs: Finding the features you want

Similar to other Office 2013 applications, Project 2013 uses the fluent interface, commonly called the ribbon. The most prominent parts of this interface are the tabs and ribbon that span the top of the Project window. In this section, you'll work with the tabs to see how they are organized.

These tabs logically group the commands that apply to major parts of Project together:

- The **Task and Resource** tabs relate to the data you frequently work with in Project

- The **Report** tab contains commands you can use to view reports and compare two plans.

- The **Project** tab contains commands that usually apply to the entire plan, such as setting the plan's working time.

- The **View** tab helps you control what you see in the Project window and how that information appears.

- Contextual tabs, such as the **Format** tab (other contextual tabs you might see include **Design** and **Layout**) will vary, depending on what kind of information is displayed in the active view, or what kind of item is selected at the time.