

# **Microsoft Project 2013: Part 1**

## **Unit 05 - Delivering a Project Plan**

# **WORKBOOK**

## Unit 05: Delivering a Project Plan

- **Print Project Views**
- **Share Projects**
- **Export Projects**



OV 5 - 1

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Topic A: Print Project Views



Landed Operations

OV 5 - 2

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Slide 3

# The Print Screen

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Info

New

Open

Save

Save As

**Print**

Share


Export

Close

Account


Options

## Print

Copies: 1

Print


### Printer

HP LaserJet Professional P1102w

Offline

[Printer Properties](#)


### Settings


Print Entire Project

Print the project from start to finish

Dates: 1/11/2013 to 5/7/2014

Pages: 1 to 14

Landscape Orientation

Letter  
8.5" x 11"

[Page Setup](#)

Commercial Construction(3) - Project Professional (Trial)


Project Manager

Task Name	Duration	Start	Finish	Resources
1. Construct	30 days	1/11/2013	2/10/2014	1. General Management
2. Foundation	10 days	1/11/2013	1/29/2014	2. General Management
3. Framing	10 days	1/11/2013	1/29/2014	3. General Management
4. Roofing	10 days	1/11/2013	1/29/2014	4. General Management
5. Siding	10 days	1/11/2013	1/29/2014	5. General Management
6. Windows	10 days	1/11/2013	1/29/2014	6. General Management
7. Doors	10 days	1/11/2013	1/29/2014	7. General Management
8. Drywall	10 days	1/11/2013	1/29/2014	8. General Management
9. Painting	10 days	1/11/2013	1/29/2014	9. General Management
10. Flooring	10 days	1/11/2013	1/29/2014	10. General Management
11. Electrical	10 days	1/11/2013	1/29/2014	11. General Management
12. Plumbing	10 days	1/11/2013	1/29/2014	12. General Management
13. HVAC	10 days	1/11/2013	1/29/2014	13. General Management
14. Landscaping	10 days	1/11/2013	1/29/2014	14. General Management
15. Final Inspection	10 days	1/11/2013	1/29/2014	15. General Management

1 of 14

OV 5 - 3

Topic B: Share Projects



Landed Operations

OV 5 - 4

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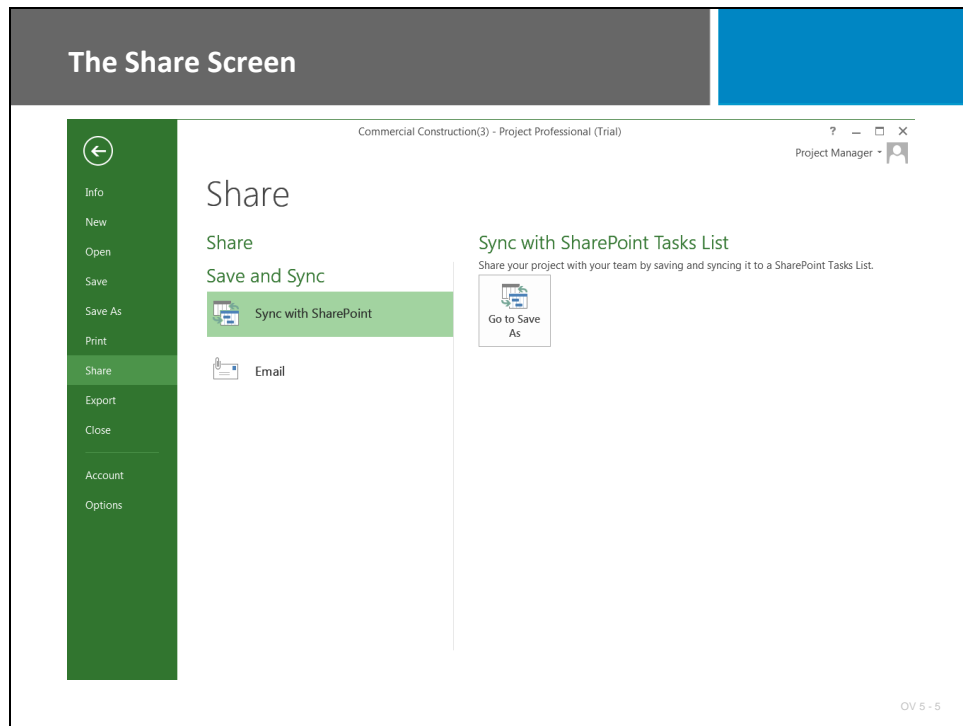
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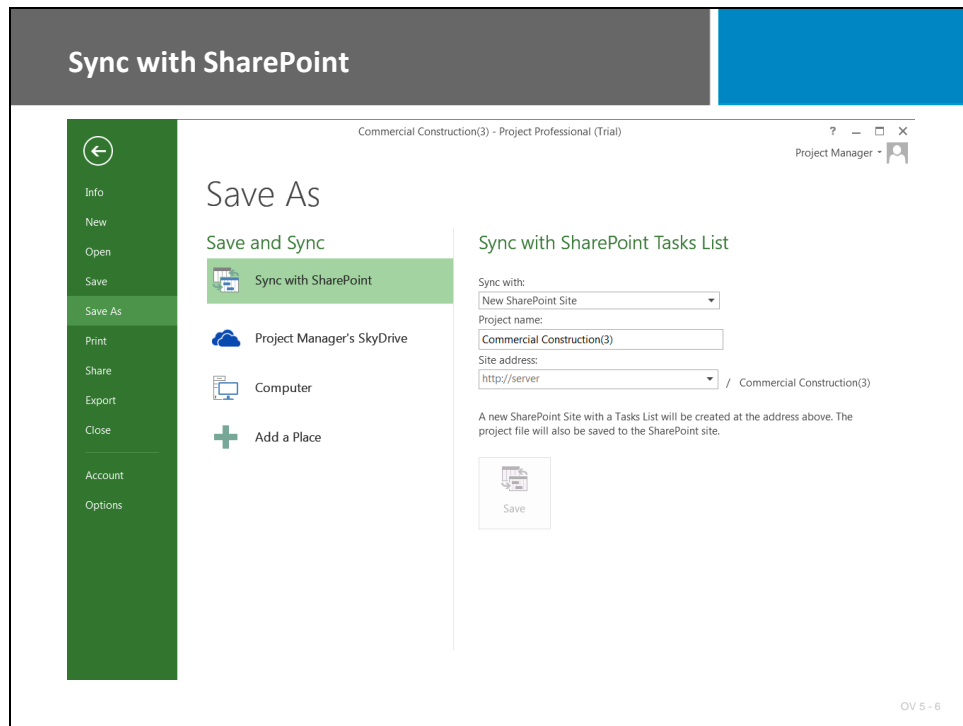
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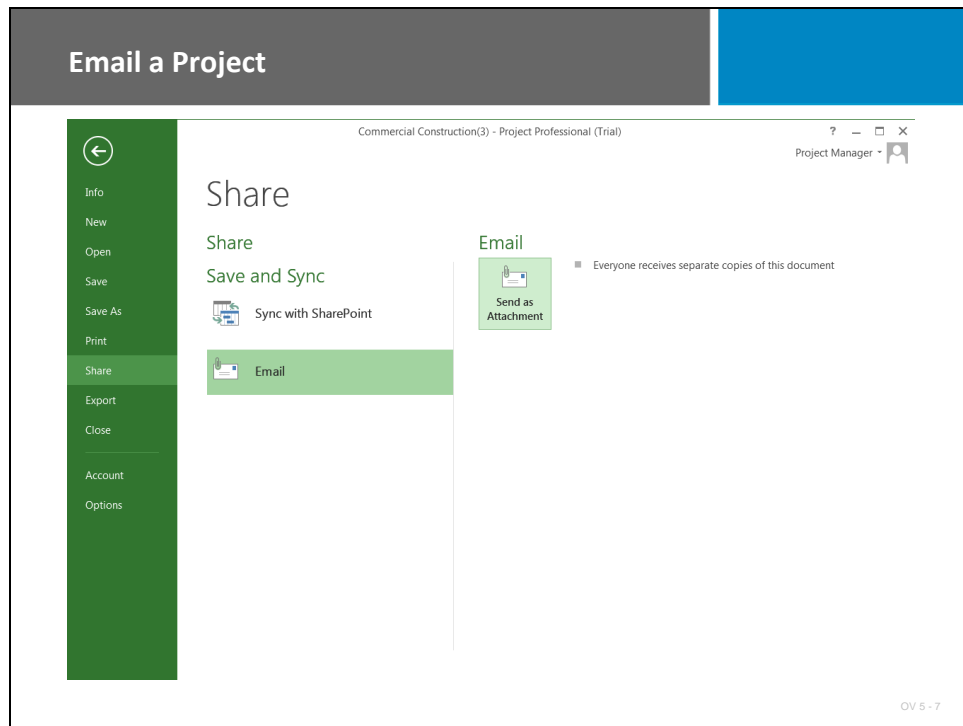
## Slide 5



## Slide 6



## Slide 7



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Topic C: Export Projects



Landed Operations

OV 5 - 8

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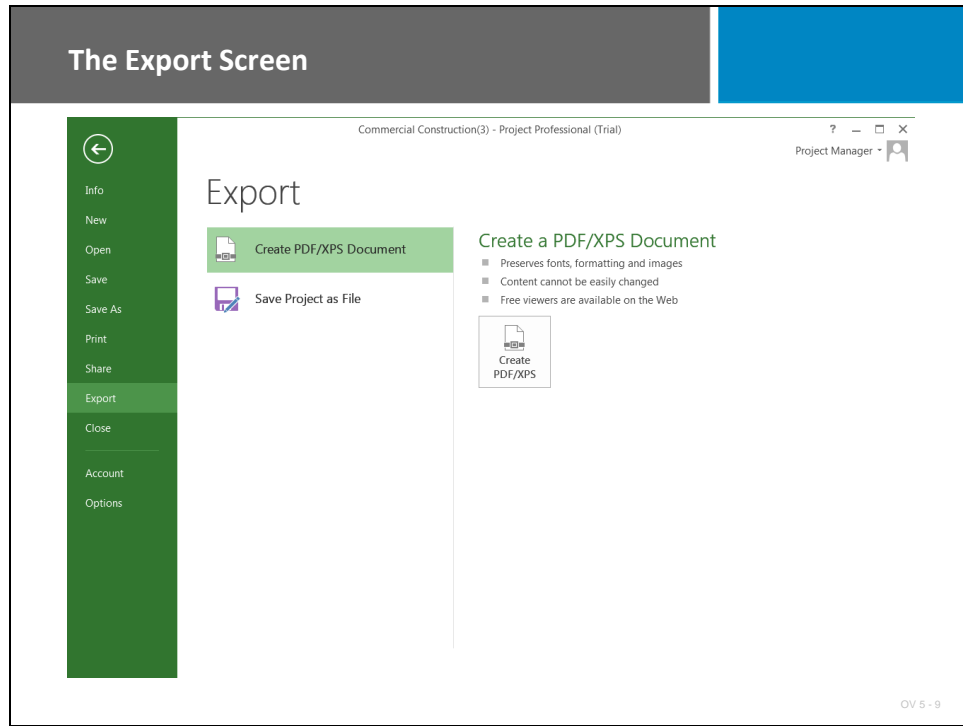
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## Slide 9



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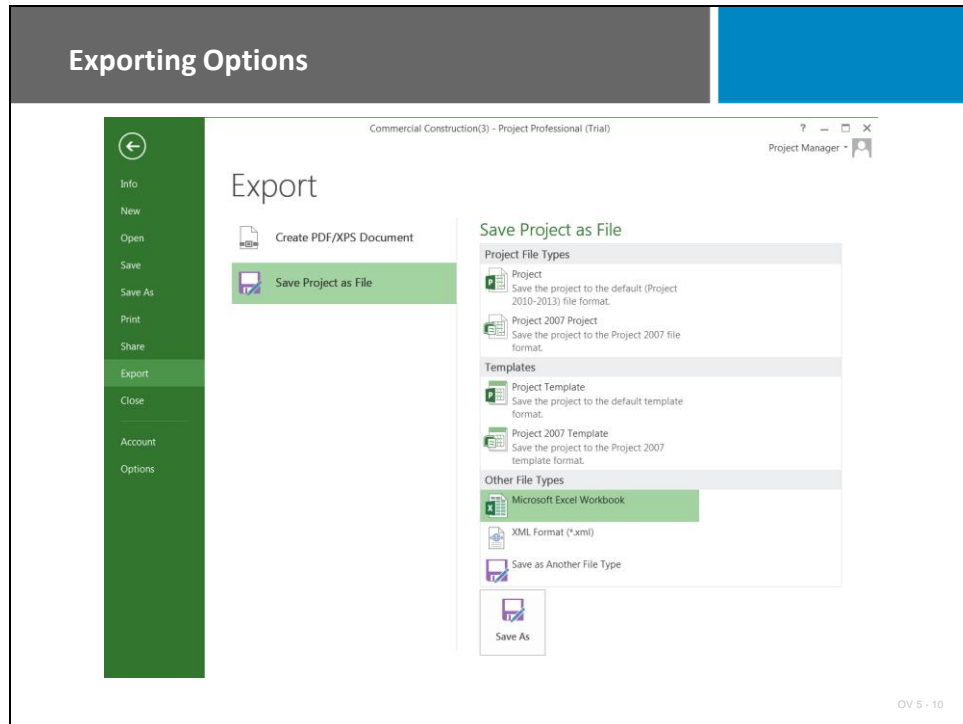
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Slide 10



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## Reflective Questions

1. Which view(s) of your next project plan are you most likely to print, and why?
2. In which electronic formats are you most likely to deliver your next project plan, and why?

Project  
Operations

OV 5 - 11

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# Questions and Answers

## Review Questions:

1. The File tab on the ribbon takes you to the \_\_\_\_\_ view where you can select options for printing and sharing.
  - A. Gantt Chart
  - B. Backstage
  - C. Resource
  - D. Start Screen
2. From the \_\_\_\_\_ screen you can either Sync with SharePoint or Email your project file.
  - A. Save
  - B. Export
  - C. Share
  - D. Open
3. You will find the Create PDF/XPS Document option under the \_\_\_\_\_ screen.
  - A. Share
  - B. Save
  - C. Open
  - D. Export
4. True or False: You can use the Save Project as File option to convert the Project file into a Microsoft Excel workbook.
  - A. True
  - B. False
5. Which of the following can you choose to print in Microsoft Project 2013?
  - A. The entire project
  - B. Specific dates
  - C. Specific pages
  - D. All of the above

## **Answer Key:**

1. B  
The File tab on the ribbon takes you to the Backstage view where you can select options for printing and sharing.
2. C  
From the Share screen you can either Sync with SharePoint or Email your project file.
3. D  
You will find the Create PDF/XPS Document option under the Export screen.
4. A  
True. You can use the Save Project as File option to convert the Project file into a Microsoft Excel workbook.
5. D  
You can choose to print the entire project, specific dates and specific pages.