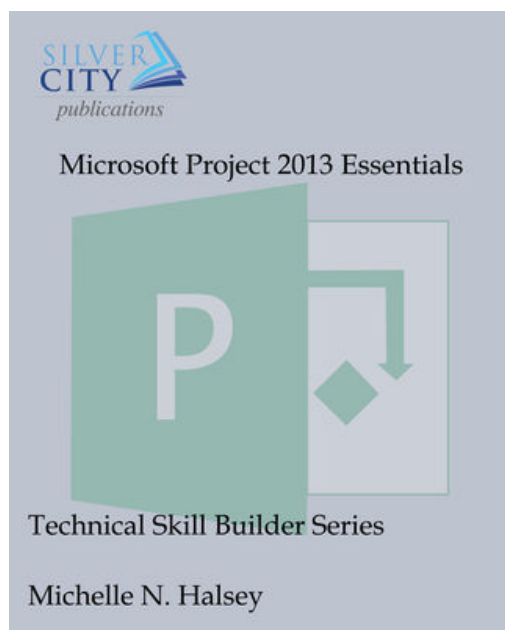


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Learn how to use the basic features of Project 2013 and gain a basic understanding of Project 2013 in a practical way. Project 2013 is a sophisticated project management software that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analyzing workloads for projects.

Topics Covered Include:

- Open and close Project
 - Understand the Interface
 - Create a blank project
 - Create a project from a template
 - Open and close project files
 - Add tasks to a project
 - Link and unlink tasks
 - Create summary and sub tasks
- Create recurring tasks
 - Create a baseline
 - Update tasks and update the project
 - Understand the Project Status date
 - View the critical path
 - Use change highlighting
 - Create basic and visual reports
 - Compare projects
 - Check spelling
 - Use the Page Setup Dialog
 - Print a project
 - Email a project
 - Create a PDF of the project

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