

## Microsoft Project 2013 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: [www.microsoftpressstore.com/contact-us/errata](http://www.microsoftpressstore.com/contact-us/errata).

Page	Location	Description	Date corrected
xi	Second paragraph, last line	Reads: hands-oYon  Should read: hands-on	
5	Tip reader aid, last sentence	Reads: To learn more about Project Online and Office 356 offerings, visit <a href="http://office.microsoft.com/">office.microsoft.com/</a> .  Should read: To learn more about Project Online and Office 365 offerings, visit <a href="http://office.microsoft.com/">office.microsoft.com/</a> .	1/6/2016
6	Fifth bulleted item	Reads: Project2013 supports...  Should read: Project 2013 supports...	1/6/2016
48	Step 1, second paragraph, third sentence	Reads: On the right side of the screen, under Product Information,...  Should read: On the right side of the screen, under Project Information,...	1/6/2016
49	Step 7, second paragraph	Reads: To conclude this exercise, you will save the Simple Tasks file, and then close it.  Should read: To conclude this exercise, you will save the Simple Plan file, and then close it.	1/6/2016
58	Second Tip reader aid, first paragraph, last sentence	Reads: ...or "1em" to equal thirty 24-hour days.  Should read: ...or "1emo" to equal thirty 24-hour days.	1/6/2016

Page	Location	Description	Date corrected
70	Paragraph below first screenshot	<p>Reads: There are several ways of linking tasks, and you'll use one more to link the two phases of the new book launch plan.</p> <p>Should read: There are several ways of linking tasks, and you'll use one more to link the two phases of the new book launch plan. Notice that Project replaced the text value in the start date field of task 8 with a scheduled date, and supplied a one-day duration. Project did so because it requires a date value for the task once it was linked to another task. The question mark following the duration value indicates that this is an estimated duration; it has no effect on the scheduling of the task.</p>	1/6/2016
74-75	Last para, continuing on to next page	<p>The following paragraph should be deleted: Notice that Project replaced the start date text value of task 8 with a scheduled date, and supplied a one-day duration. Project did so because it requires a numeric time value for the duration for every automatically scheduled task. The question mark following the duration value indicates that this is an estimated duration; the question mark has no effect on the scheduling of the task.</p>	1/6/2016
77	Tip reader aid, first sentence	<p>Reads: Project determines the overall duration of a plan by calculating the difference between the earliest start date and the latest finish date of the plan's tasks.</p> <p>Should read: Project determines the plan's Current Duration value by counting the working days between the earliest start date and latest finish date of the plan's tasks.</p>	1/6/2016
128	Step 3	<p>Reads: 3. On the Format tab, in the Gantt Chart Style group, click More to display the predefined color styles.</p> <p>Should read: 3. On the Format tab, in the Gantt Chart Style group, click the More button to display the predefined color styles.</p>	1/6/2016
175	First paragraph on page, second sentence	<p>Reads: You do not want to add a day to the duration of task 5...</p> <p>Should read: You do not want to add a day to the duration of task 1...</p>	
188	Scenario paragraph before exercise, last sentence	<p>Reads: However, this firm starts new jobs only on Mondays through Wednesdays.</p> <p>Should read: However, this firm does this type of work Mondays through Wednesdays only.</p>	

Page	Location	Description	Date corrected
208	"Viewing the projects..." section, fourth paragraph, first sentence	<p>Reads: A task is on the critical path if its total slack is less than a certain amount—by default, if it is zero days.</p> <p>Should read: A task is on the critical path if its total slack is less than a certain amount of time—by default, if it has zero slack.</p>	1/6/2016
210	Last bulleted item, last sentence	<p>Reads: On the Format tab, in the Data group, select Critical in the Highlight or Filter boxes.</p> <p>Should read: On the View tab, in the Data group, select Critical in the Highlight or Filter boxes.</p>	
243	Step 7	<p>Reads: Carole's Poland's</p> <p>Should read: Carole Poland's</p>	11/12/2014
393	Step 4	<p>Reads: 4. In the Select Fields box, under Date, click the expand/collapse arrow next to Baseline to expand the Baseline fields list.</p> <p>Should read: 4. In the Select Fields box in the Fields List pane, under Date, click the expand/collapse arrow next to Baseline to expand the Baseline fields list.</p>	1/6/2016
398	Step 11	<p>A new step should be added before the existing step 11 to ensure that the whole table is selected before formatting. The existing step 11 should be changed to 12 and subsequent steps renumbered accordingly.</p> <p>The new step should read: 11. On the Table Tools Layout tab, in the Table group, click Select and then click Select Table.</p>	
427	Step 18	<p>Reads: 18. On the View tab, in the Macros group, click Macros.</p> <p>Should read: 18. On the View tab, in the Macros group, click the Macros button.</p>	1/6/2016
429	Step 1	<p>Reads: 1. On the View tab, in the Macros group, click Macros.</p> <p>Should read: 1. On the View tab, in the Macros group, click the Macros button.</p>	1/6/2016

Page	Location	Description	Date corrected
431	Steps 8 and 10	<p>Step 8 reads: 8. Click in the new line you just created, press Tab, and type the following:</p> <p>Should read: 8. Click in the new line you just created and type the following:</p> <p>Step 10 reads: 10. Click in the new line you just created, press Tab, and type the following:</p> <p>Should read: 10. Click in the new line you just created and type the following:</p>	1/6/2016
432	Step 18	<p>Reads: 18. On the View tab, in the Macros group, click Macros.</p> <p>Should read: 18. On the View tab, in the Macros group, click the Macros button.</p>	1/6/2016
456	Step 11, second paragraph	<p>Reads: On the next page of the wizard,...</p> <p>Should read: On the Map Options page of the wizard,...</p>	1/6/2016
459	Sidebar, third paragraph, last sentence	<p>Reads: Manually scheduled tasks, for example, will be converted to automatically scheduled tasks.</p> <p>Should read: Manually scheduled tasks, for example, will be converted to automatically scheduled tasks in Project 2007 and earlier.</p>	1/6/2016
472	Paragraph under step 17	<p>Reads: The Consolidating A plan is already a sharer plan...</p> <p>Should read: The Consolidating B plan is already a sharer plan...</p>	