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Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2013 Managing Complexity

Indenting or Demoting Tasks

You can group similar tasks together to make them easier to view and to present them in a summary task. This helps you group similar tasks (e.g., a project, subproject, or a series of related tasks) into a single task and subtasks.

1. Select the task to indent or demote.
2. Choose **Task > Indent** or **Task > Outdent**.

"Outdenting" or Promoting Tasks

1. Select the task to "outdent" or promote.
2. Choose **Task > Outdent** or **Task > Promote**.

Hiding Tasks Under a Summary

Hide the task, change the task's summary task name, or print a summary task.

1. Choose **Task > Hide** or **Task > Show**.

Displaying Tasks in a Summary

Hide the task, change the task's summary task name, or print a summary task.

1. Choose **Task > Hide** or **Task > Show**.

Understanding Precedence

If you link all tasks in a project using the task outline or command, a task will be linked to the task it is linked to. This will be performed by the task's summary task. If you link a task to a task that is not a summary task, the task will be linked to the task it is linked to. This will be performed by the task's summary task. If you link a task to a task that is not a summary task, the task will be linked to the task it is linked to. This will be performed by the task's summary task.

Using the Network Diagram

A project network is used to track or change task dependencies in the Network Diagram. The network diagram is a visual representation of the project tasks and their dependencies. It shows the sequence of tasks and the relationships between them. The network diagram is used to track the progress of the project and to identify any delays or bottlenecks. The network diagram is also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Creating a New Relationship

1. Choose **Task > New Relationship**.
2. Select the task to link to the task you want to link to.
3. Select the task to link to the task you want to link to.
4. Select the task to link to the task you want to link to.

Deleting an Existing Relationship

1. Choose **Task > Delete Relationship**.
2. Select the task to link to the task you want to link to.
3. Select the task to link to the task you want to link to.

Moving a Task in the Network Diagram

1. Select a task (link) in the network diagram.
2. Drag the task to the new position.

Examining the Critical Path

The critical path is the sequence of tasks that must be completed on time to avoid delaying the entire project. The critical path is the longest path through the project network. The critical path is used to track the progress of the project and to identify any delays or bottlenecks. The critical path is also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Showing Slack

The Gantt chart can show the slack for each task. The slack is the amount of time that a task can be delayed without delaying the project. The slack is used to track the progress of the project and to identify any delays or bottlenecks. The slack is also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Hiding Negligible Amounts of Slack

1. Choose **Task > Hide Negligible Amounts of Slack**.
2. Select the task to link to the task you want to link to.

Filtering Tasks

1. Choose **Task > Filter**.
2. Select the task to link to the task you want to link to.

Adjusting Date Constraints

1. Double-click the task name or task to open the **Task Information** dialog box.
2. Select the **Advanced** tab.
3. Select the **Advanced** tab.
4. Select the **Advanced** tab.

Using a Deadline

1. Select the task to link to the task you want to link to.
2. Select the task to link to the task you want to link to.

Entering or Reading Task Notes

Task notes are used to enter or read task notes. The task notes are used to track the progress of the project and to identify any delays or bottlenecks. The task notes are also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Using a Different Relationship Type

The relationship type is used to enter or read task notes. The relationship type is used to track the progress of the project and to identify any delays or bottlenecks. The relationship type is also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Using Lag and Lead Times

Lag and lead times are used to enter or read task notes. The lag and lead times are used to track the progress of the project and to identify any delays or bottlenecks. The lag and lead times are also used to create a Gantt chart, which is a visual representation of the project schedule. The Gantt chart shows the start and end dates of each task and the dependencies between tasks. The Gantt chart is used to track the progress of the project and to identify any delays or bottlenecks.

Changing Relationship Type or Lag

1. Double-click the task name or task to open the **Task Information** dialog box.
2. Select the **Advanced** tab.
3. Select the **Advanced** tab.
4. Select the **Advanced** tab.

Creating a Recurring Task

1. Double-click the task name or task to open the **Task Information** dialog box.
2. Select the **Advanced** tab.
3. Select the **Advanced** tab.
4. Select the **Advanced** tab.

Splitting a Task

1. Double-click the task name or task to open the **Task Information** dialog box.
2. Select the **Advanced** tab.
3. Select the **Advanced** tab.
4. Select the **Advanced** tab.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2013 at the intermediate level. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Indenting or Demoting Tasks, "Outdenting" or Promoting Tasks, Hiding/Displaying Tasks under a Summary, Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, Changing Relationship Type or Lag, Recurring Tasks, Splitting Tasks. Adding Resources on the Fly, Noting a Resource's Vacation or Special Hours, Noting a Resource's Variant Rate, Getting a Task Done Faster. Changing Calculation of Task Values, Permitting Overtime, Booking Additional Resources to a Task, Using Effort-Driven Scheduling, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing Different Field Collections. Showing or Deleting a Progress Line, Monitoring Progress, Accessing a Subproject File, Communicating Plans and Progress. This guide is one of two titles available for Project 2013: Project 2013 Creating a Basic Project, Project 2013 Managing Complexity.

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Customer Reviews

Great for a handy desk cheat sheet! Has many of those once in a while used items that you don't always remember. It is also a great tool when upgrading to the 2013 software as the layout has

changed slightly.

the cheat sheet really saved me time by pointing out the easy way to make the changes that I needed to get the project done

VERY GOOD 1 PAGE LAMETED ABOUT MICROSOFT PROJECT 2013 QUICK REFERENCE GUIDE..AND ALL OF THE 7 -1 PAGE LAMETED THAT TELLS ABOUT THE BOOKS ARE VERY GOOD.SAYS A LOT WITH JUST 1 PAGE..VERY GOOD..THANKS AGAIN RICK PASEK..

Not much value. The information provided on the sheet was not very helpful. It was inexpensive but not good value. I would not recommend it.

Shipped fast, excellent reference, very comprehensive approach for just a two page card. Keep it under your keyboard!

Best quick cheat sheet I've found so far - have standards uses highlighted so as to better reference what I needed

Great tool we use it all the time at work. I would recommend it to anyone who is starting to use Project.

The Quick Reference Guide is what I ordered and I got what I expected which is very helpful.

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