Microsoft Project 2010 Quick Reference Guide: Managing Complexity (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2010 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/"Outdenting" Tasks, Hiding/Displaying Tasks under a Summary, Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Showing Slack, Hiding Negligible Amounts of Slack, Examining the Critical Path.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 or 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 2010: Project 2010 Creating a Basic Project, Project 2010 Managing Complexity.

Book Information

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Customer Reviews

This poor thing is beat up already. I don't need it so much (I'm a scheduler and spend most of my workday time in Project), but it makes communication with engineers, analysts and managers so

much better.

New version for me and where did they put that task. Great for doing those tasks that you don't do on a consistent basis. Has most of the frequent items that you would use. Much easier than dragging out the book and thumbing through to do a simple task.

Outstanding for quickly making a project chart, table, gantt. Worth every penny, especially for students of the course or project management students who need to learn how this works in an introductory way.

I purchased this on a recommendation from (If you liked this, then you may also like...) and I did like it very much. It has come in handy during my Project Management classes already.

Simple not a helpful product. Did not appear to have been researched at all for customer needs. Would not recommend the product.

This was not a basic tutorial and not easy to understand ...wanted an easier basic cheat sheet than what this offered

This job aid is so easy to follow and I am using it to advance in my job. Thank you!

Good reference. Useful as classroom supplemental material.

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