

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. To indent or demote a task, right-click the task in the task list and choose Indent or Outdent. To change the indent or demote amount, click the task and choose Indent or Outdent.

1. Select the task to indent or demote.
2. Choose Indent (Ctrl+I) or Outdent (Ctrl+O).

"Outdenting" or Promoting Tasks

1. Select the task to "outdent" or promote.
2. Choose Indent (Ctrl+I) or Outdent (Ctrl+O).

Hiding Tasks Under a Summary
To hide a task under a summary task, right-click the task and choose Hide Task.

Displaying Tasks in a Summary
To display a task under a summary task, right-click the task and choose Show Task.

Displaying All Subtasks
To display all subtasks under a summary task, right-click the task and choose Show All Subtasks.

Understanding Precedence
Precedence is the relationship between tasks. It is defined by the task's dependencies. To view the dependencies for a task, right-click the task and choose Show Precedence.

Using the Network Diagram
The network diagram shows the relationship between tasks. To view the network diagram, click the Network Diagram button on the ribbon.

Creating a New Relationship
To create a new relationship between tasks, right-click the task and choose New Relationship.

Deleting an Existing Relationship
To delete an existing relationship between tasks, right-click the task and choose Delete Relationship.

Moving a Task in the Network Diagram
To move a task in the network diagram, right-click the task and choose Move Task.

Examining the Critical Path
The critical path is the sequence of tasks that determine the project's duration. To view the critical path, click the Critical Path button on the ribbon.

Showing Slack
Slack is the amount of time a task can be delayed without affecting the project's duration. To show slack, click the Show Slack button on the ribbon.

Hiding Negligible Amounts of Slack
To hide negligible amounts of slack, click the Hide Negligible Slack button on the ribbon.

Filtering Tasks
To filter tasks, click the Filter button on the ribbon.

Adjusting Date Constraints
To adjust date constraints, right-click the task and choose Adjust Date Constraints.

Using a Deadline
To use a deadline, right-click the task and choose Use Deadline.

Entering or Reading Task Notes
To enter or read task notes, right-click the task and choose Enter or Read Task Notes.

Using a Different Relationship Type
To use a different relationship type, right-click the task and choose Relationship Type.

Using Lag and Lead Times
Lag and lead times are used to adjust the timing of tasks. To use lag and lead times, right-click the task and choose Lag and Lead Times.

Changing Relationship Type or Lag
To change the relationship type or lag, right-click the task and choose Change Relationship Type or Lag.

Adding a Recurring Task
To add a recurring task, right-click the task and choose Add Recurring Task.

Splitting a Task
To split a task, right-click the task and choose Split Task.



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.

Book Information

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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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