

The book was found

Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2016 Managing Complexity

Understanding Precedence
If a task is linked to a project plan using the task bar, the task will follow the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Showing Slack
The Gantt Chart shows task bars leading to the right. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Hiding Negligible Amounts of Slack
1. Choose FILE > OPTIONS.
2. [Task] > ADVANCED TASK.
3. Set DECLINE CRITICAL IF SLACK IS LESS THAN OR EQUAL TO to 0.1 and 0.01.

Filtering Tasks
1. Choose VIEW > Filter > Filter by the FILTER list.
2. If necessary, provide criteria information, e.g., name or resource name.
3. Double-click the task name or bar to open the task information dialog box.
4. To see all the tasks again, choose VIEW > Filter > CLEAR FILTER from the FILTER list.

Adjusting Date Constraints
Gantt tasks will be displayed in the Gantt Chart. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Using a Different Relationship Type
When tasks in a project are linked, the relationship type will determine the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Creating a Recurring Task
Individual events will appear as recurring. A special indicator shows a recurring task. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Splitting a Task
Split a task to show a task being interrupted. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Using the Timeline Pane
Showing or hiding the Timeline Pane. The task bar will show the order of the task bar. The task bar will show the order of the task bar. The task bar will show the order of the task bar.

Adding a Task to a Timeline Bar
1. Select the preferred timeline.
2. Select the preferred task.
3. Drag from the new number to the timeline.

Adding Another Timeline Bar
1. Choose TIMELINE > MORE TIMELINE BARS.
2. Choose TIMELINE > TIMELINE BAR.
3. Select the preferred timeline.

Changing Length of a Timeline Bar
1. Select the preferred timeline.
2. Choose TIMELINE > TIMELINE BAR.
3. Set the preferred length.

Changing Color of a Task in the Timeline
1. Select the preferred task in the timeline bar.
2. To highlight the task, click the background color button.
3. To change the color, click the first color button.

Moving a Timeline Bar
1. Select the preferred timeline bar.
2. Drag above or below the timeline bar.

Splitting a Timeline Bar
1. Choose TIMELINE > SPLIT TIMELINE BAR.
2. Choose the preferred timeline, e.g., FOR PRESENTATION.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Project 2016. 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: 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, Creating Recurring Tasks, Splitting Tasks. Using the Timeline Pane: Showing or Hiding the Timeline Pane, Adding a Task to a Timeline Bar, Adding Another Timeline Bar, Changing Length of a Timeline Bar, Changing Color of a Task in the Timeline, Moving Milestone Text, Sharing a Timeline. 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 for a Task, 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. Other related titles are: Project 2016 Creating a Basic Project (ISBN 978-1944684068).

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (March 7, 2016)

Language: English

ISBN-10: 1944684077

ISBN-13: 978-1944684075

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (3 customer reviews)

Best Sellers Rank: #290,919 in Books (See Top 100 in Books) #37 in [Books > Computers & Technology > Business Technology > Microsoft Project](#) #43 in [Books > Computers & Technology > Software > Microsoft > Microsoft Project](#) #52 in [Books > Computers & Technology > Business](#)

Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

[Download to continue reading...](#)

Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2013 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2010 Quick Reference Guide: Creating a Basic Project (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2016 Mail, Calendar, People, Tasks, Notes Quick Reference - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Microsoft Edge and Internet Explorer 11 for Windows 10 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows Vista Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Windows XP Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Windows 7 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Quick Reference Guide: Introduction (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2007 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft

Word 2010 Formatting Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft SharePoint 2010 Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Intermediate Quick Reference: Paragraphs, Tabs, Columns, Tables & Pictures (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

[Dmca](#)