

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

Project 2016 Managing Complexity

Understanding Precedence
It's a bit of trick to a project plan using the task bar or processed, a task will show whether it is a task sequence. The set goes to the task bar if it isn't a task bar. To set a task bar, you'll need to set the task bar to show the task bar. To set a task bar, you'll need to set the task bar to show the task bar. To set a task bar, you'll need to set the task bar to show the task bar.

Showing Slack
The Gantt Chart shows task bars to the right of the task bar. To show task bars, you'll need to set the task bar to show the task bar. To show task bars, you'll need to set the task bar to show the task bar.

Hiding Negative Amounts of Slack
1. Choose FILE > OPTIONS
2. [OK] the ADVANCED tab
3. Set DISPLAY NEGATIVE SLACK AS POSITIVE OR ZERO TO YES (Y) and [OK]

Filtering Tasks
1. Choose VIEW > Filter from the FILTER list
2. If necessary, provide criteria information, e.g., name or resource name
3. Double-click the filter name in the Filter list
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 a task bar. To adjust the date constraints, you'll need to set the task bar to show the task bar. To adjust the date constraints, you'll need to set the task bar to show the task bar.

Using a Different Relationship Type
To change the relationship type, you'll need to set the task bar to show the task bar. To change the relationship type, you'll need to set the task bar to show the task bar.

Creating a Recurring Task
Individual events will appear as recurring. A special indicator shows a recurring task. To create a recurring task, you'll need to set the task bar to show the task bar.

Splitting a Task
Split a task to show being interrupted by a task. To split a task, you'll need to set the task bar to show the task bar.

Using the Timeline Pane
Showing or hiding the Timeline Pane. Use the TIMELINE pane for seeing the task bar. To use the timeline pane, you'll need to set the task bar to show the task bar.

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

Adding Another Timeline Bar
1. Choose TIMELINE > ADD
2. Choose TIMELINE > REMOVE
3. Set the preferred task

Changing Length of a Timeline Bar
1. Select the preferred task
2. Choose TIMELINE > TRIM
3. Set the preferred task

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
2. Choose the preferred task, 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).

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Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

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