

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, do the following:
1. Select the task to indent or demote.
2. Choose **Task > Indent** or **Demote**.

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

Hiding Tasks Under a Summary
[F10] To hide tasks under a summary task, right-click the summary task name and click **Hide**.

Displaying Tasks in a Summary
[F10] To show tasks under a summary task, right-click the summary task name and click **Show**.

Displaying All Subtasks
Choose **View > Task > Show All Subtasks**.

Understanding Precedence
If you link all tasks in a project using the task button or command, a Gantt chart will be created for the project. This will give you a visual representation of the project. To understand precedence, do the following:
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. A list of tasks that precede the selected task will be displayed. This list is called the **Precedence List**.
4. To view the tasks that follow the selected task, click the **Next** button on the Precedence List.

Using the Network Diagram
A project network is a visual representation of the project. It shows the sequence of tasks and the dependencies between them. To use the network diagram, do the following:
1. Choose **View > Network Diagram**.
2. To adjust the network diagram, choose **Task > Network Diagram > Options**.
3. To change the display of the network diagram, choose **Task > Network Diagram > Display**.

Creating a New Relationship
1. Click on the task bar of the task that you want to link to.
2. Select the task bar of the task that you want to link from.
3. Drag the task bar of the task that you want to link to over the task bar of the task that you want to link from.
4. Release the mouse button to create the relationship.

Deleting an Existing Relationship
1. Click on the task bar of the task that you want to unlink.
2. Drag the task bar of the task that you want to unlink over the task bar of the task that you want to unlink from.
3. Release the mouse button to delete the relationship.

Moving a Task in the Network Diagram
To move a task in the network diagram, do the following:
1. Select a task 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 determines the project's duration. To examine the critical path, do the following:
1. Choose **Task > Critical Path**.

Showing Slack
The **Slack** column in the Gantt chart shows the amount of time that a task can be delayed without affecting the project's completion date. To show slack, do the following:
1. Choose **Task > Show Slack**.

Hiding Negligible Amounts of Slack
1. Choose **Task > Hide Negligible Slack**.

Filtering Tasks
1. Choose **Task > Filter**.
2. In the **Filter** list, select the filter that you want to apply.

Adjusting Date Constraints
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Date Constraints** list, select the constraint that you want to apply.

Using a Deadline
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Advanced** tab, click the **Deadline** button.

Entering or Reading Task Notes
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Notes** list, click the **Enter** button to enter a note or the **Read** button to read a note.

Using a Different Relationship Type
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Relationship** list, select the relationship type that you want to use.

Using Lag and Lead Times
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Advanced** tab, click the **Lag** or **Lead** button.

Changing Relationship Type or Lag
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Relationship** list, select the relationship type that you want to use.
4. In the **Advanced** tab, click the **Lag** or **Lead** button.

Creating a Recurring Task
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Advanced** tab, click the **Recurring** button.

Splitting a Task
1. Select a task in the Gantt chart.
2. Click the task button on the task bar.
3. In the **Advanced** tab, click the **Split** button.



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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