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Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Project 2013 Managing Complexity

Indenting or Deselecting Tasks

Task Indentation is the process of moving a task to the right in the task list. This helps you group related tasks (e.g., a project, a subproject, a task, or a task) together in a logical and meaningful way.

1. Select the task to indent.
2. Choose **Task > Indent** or **Ctrl+Shift+Right**.

"Outdenting" or Promoting Tasks

1. Select the task to "outdent" or promote.
2. Choose **Task > Outdent** or **Ctrl+Shift+Left**.

Hiding Tasks Under a Summary

Hide the tasks under a summary task by clicking the task's summary task icon in the task list.

1. Choose **Task > Hide** or **Ctrl+Shift+H**.

Displaying Tasks in a Summary

Display the tasks under a summary task by clicking the task's summary task icon in the task list.

1. Choose **Task > Show** or **Ctrl+Shift+S**.

Displaying All Subtasks

Display all subtasks under a summary task by clicking the task's summary task icon in the task list.

1. Choose **Task > Show All** or **Ctrl+Shift+A**.

Understanding Precedence

Precedence is the relationship between tasks. It determines the order in which tasks must be completed. The most common types of precedence are Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF).

1. Select the task to which you want to add a precedence relationship.
2. Click the task to which you want to add the relationship.
3. Click the relationship type (FS, FF, SS, or SF) in the task list.

Using the Network Diagram

The Network Diagram (ND) is a visual representation of the project's tasks and their relationships. It shows the sequence of tasks and the dependencies between them.

1. Choose **View > Network Diagram** or **Ctrl+N**.

Creating a New Relationship

1. Choose the task to which you want to add a relationship.
2. Click the task to which you want to add the relationship.
3. Click the relationship type (FS, FF, SS, or SF) in the task list.

Deleting an Existing Relationship

1. Choose the task to which you want to delete a relationship.
2. Click the task to which you want to delete the relationship.
3. Click the relationship type (FS, FF, SS, or SF) in the task list.

Moving a Task in the Network Diagram

Move a task in the Network Diagram by clicking and dragging the task's task icon to the new location.

1. Select the task to move.
2. Click and drag the task's task icon to the new location.

Examining the Critical Path

The Critical Path (CP) is the sequence of tasks that determines the project's duration. It is the longest path through the project network.

1. Choose **Task > Critical Path** or **Ctrl+Shift+C**.

Showing Slack

Slack is the amount of time that a task can be delayed without affecting the project's completion date. It is the difference between a task's early start and late start.

1. Choose **Task > Show Slack** or **Ctrl+Shift+S**.

Hiding Negligible Amounts of Slack

Hide negligible amounts of slack by clicking the task's task icon in the task list.

1. Choose **Task > Hide Negligible Slack** or **Ctrl+Shift+N**.

Filtering Tasks

Filter the tasks in the task list by clicking the task's task icon in the task list.

1. Choose **Task > Filter** or **Ctrl+Shift+F**.

Adjusting Date Constraints

Adjust the date constraints for a task by clicking the task's task icon in the task list.

1. Choose the task to which you want to adjust the date constraints.
2. Click the task's task icon in the task list.
3. Click the date constraint type (AS, LS, ES, or LF) in the task list.

Using a Deadline

Use a deadline to specify the date by which a task must be completed. It is the date by which a task must be completed.

1. Choose the task to which you want to add a deadline.
2. Click the task's task icon in the task list.
3. Click the deadline date in the task list.

Entering or Reading Task Notes

Enter or read task notes by clicking the task's task icon in the task list.

1. Choose the task to which you want to enter or read task notes.
2. Click the task's task icon in the task list.
3. Click the task notes icon in the task list.

Using a Different Relationship Type

Use a different relationship type by clicking the task's task icon in the task list.

1. Choose the task to which you want to use a different relationship type.
2. Click the task's task icon in the task list.
3. Click the relationship type (FS, FF, SS, or SF) in the task list.

Using Lag and Lead Times

Use lag and lead times to specify the time between tasks. Lag is the time between the end of one task and the start of another task. Lead is the time between the start of one task and the end of another task.

1. Choose the task to which you want to use lag and lead times.
2. Click the task's task icon in the task list.
3. Click the lag and lead time icon in the task list.

Changing Relationship Type or Lag

Change the relationship type or lag by clicking the task's task icon in the task list.

1. Choose the task to which you want to change the relationship type or lag.
2. Click the task's task icon in the task list.
3. Click the relationship type or lag icon in the task list.

Flattening the Relationship by Settings

Flatten the relationship by settings by clicking the task's task icon in the task list.

1. Choose the task to which you want to flatten the relationship by settings.
2. Click the task's task icon in the task list.
3. Click the relationship type or lag icon in the task list.

Creating a Recurring Task

Create a recurring task by clicking the task's task icon in the task list.

1. Choose the task to which you want to create a recurring task.
2. Click the task's task icon in the task list.
3. Click the recurring task icon in the task list.

Splitting a Task

Split a task by clicking the task's task icon in the task list.

1. Choose the task to which you want to split a task.
2. Click the task's task icon in the task list.
3. Click the split task icon in the task list.

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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.

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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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