

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 **Task**, then **Indent** or **Outdent**.

"Outdenting" or Promoting Tasks

1. Select the task to "outdent" or promote.
2. Choose **Task**, then **Outdent** or **Promote**.

Hiding Tasks Under a Summary
To hide tasks under a summary task, right-click the summary task name in the task list and choose Hide.

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

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

Understanding Precedence
Precedence is the order in which tasks are performed. To change the precedence of a task, right-click the task in the task list and choose Precedence. To change the precedence of a task, right-click the task in the task list and choose Precedence.

Using the Network Diagram
A network diagram is a visual representation of the tasks in a project. To view the network diagram, click the Network Diagram icon in the ribbon. To view the network diagram, click the Network Diagram icon in the ribbon.

Creating a New Relationship

1. Click on the task in the task list that you want to create a relationship for.
2. Select the task in the task list that you want to create a relationship for.
3. Right-click the task in the task list and choose Relationship.

Deleting an Existing Relationship

1. Click on the task in the task list that you want to delete a relationship for.
2. Right-click the task in the task list and choose Relationship.
3. Click on the relationship in the task list and choose Delete.

Moving a Task in the Network Diagram

1. Select a task in the task list.
2. Click and drag the task to the new location.

Examining the Critical Path
The critical path is the sequence of tasks that determines the project's duration. To view the critical path, click the Critical Path icon in the ribbon.

Showing Slack
Slack is the amount of time that a task can be delayed without affecting the project's completion date. To show slack, click the Show Slack icon in the ribbon.

Hiding Negligible Amounts of Slack

1. Click on the task in the task list.
2. Right-click the task in the task list and choose Hide Negligible Slack.

Filtering Tasks

1. Click on the task in the task list.
2. Right-click the task in the task list and choose Filter.

Adjusting Date Constraints
Date constraints are dates that a task must be completed by. To adjust date constraints, click the Date Constraints icon in the ribbon.

Using a Deadline

1. Select a task in the task list.
2. Click on the task in the task list and choose Deadline.

Entering or Reading Task Notes
Task notes are text that you can enter for a task. To enter or read task notes, click the Task Notes icon in the ribbon.

Using a Different Relationship Type
Relationship types are the connections between tasks. To use a different relationship type, click the Relationship Type icon in the ribbon.

Using Lag and Lead Times
Lag and lead times are the amount of time that a task is delayed or advanced relative to another task. To use lag and lead times, click the Lag and Lead Times icon in the ribbon.

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

Adding a Recurring Task
A recurring task is a task that repeats at regular intervals. To add a recurring task, click the Recurring Task icon in the ribbon.

Splitting a Task
Splitting a task is dividing a task into two or more smaller tasks. To split a task, click the Split Task icon in the ribbon.



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

Pamphlet: 2 pages

Publisher: Beezix Inc. (February 12, 2013)

Language: English

ISBN-10: 1936220938

ISBN-13: 978-1936220939

Product Dimensions: 11 x 8.5 x 0.1 inches

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

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (18 customer reviews)

Best Sellers Rank: #119,821 in Books (See Top 100 in Books) #14 in [Books > Computers & Technology > Business Technology > Microsoft Project](#) #17 in [Books > Computers & Technology > Software > Microsoft > Microsoft Project](#) #35090 in [Books > Reference](#)

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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