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

Project 2016 Managing Complexity

Understanding Precedence

There are four types of precedence: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). The most common is Finish-to-Start (FS). To create a precedence, click on the task you want to precede, then click on the task you want to follow. A precedence arrow will appear between the two tasks. To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

Showing Slack

Slack is the amount of time a task can be delayed without affecting the project finish date. To show slack, go to the View tab, click on the Task Sheet view, and then click on the Show Slack button. Slack will be displayed in the Task Name column of the Task Sheet view.

Hiding Negligible Amounts of Slack

To hide negligible amounts of slack, go to the View tab, click on the Task Sheet view, and then click on the Hide Negligible Slack button. This will hide any task with a slack of 0 days, 0 hours, and 0 minutes.

Using the Network Diagram

The Network Diagram (ND) shows the sequence of tasks in a project. To view the ND, go to the View tab, click on the Network Diagram view, and then click on the Show Network Diagram button. The ND will show the sequence of tasks and the dependencies between them.

Creating a New Relationship

To create a new relationship, click on the task you want to precede, then click on the task you want to follow. A precedence arrow will appear between the two tasks. To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

Deleting an Existing Relationship

To delete an existing relationship, click on the arrow between the two tasks. To delete the arrow, click on the arrow and select the Delete button.

Adding a Task to the Network Diagram

To add a new task to the network diagram, click on the task you want to add, then click on the Insert button. The new task will be added to the end of the sequence.

Examining the Critical Path

The Critical Path is the sequence of tasks that determines the project finish date. To examine the critical path, go to the View tab, click on the Task Sheet view, and then click on the Show Critical Path button. The critical path will be highlighted in red.

Entering or Editing Task Notes

To enter or edit task notes, click on the task, then click on the Notes button. The Notes pane will appear, and you can enter or edit the notes for the task.

Using a Different Relationship Type

There are four types of precedence: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

Creating a Recurring Task

To create a recurring task, click on the task, then click on the Recurring button. The Recurring task dialog box will appear, and you can enter the start date, end date, and frequency of the task.

Splitting a Task

To split a task, click on the task, then click on the Split button. The task will be split into two tasks, and the duration of each task will be entered.

Using the Timeline Pane

The Timeline Pane shows the sequence of tasks in a project. To view the Timeline Pane, go to the View tab, click on the Timeline Pane view, and then click on the Show Timeline Pane button. The Timeline Pane will show the sequence of tasks and the dependencies between them.



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 Â Â See all reviews Â (3 customer reviews)

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

Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

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