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

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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