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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 Demoting Tasks

You can group similar tasks together to make them easier to view and to present them in a summary task. This helps you group similar tasks (e.g., a project, subproject, or a series of related tasks) into a single task and subtasks.

1. Select the task to indent or demote.
2. Choose **Task > Indent** or **Task > Outdent**.

### "Outdenting" or Promoting Tasks

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

### Hiding Tasks Under a Summary

Hide the task, change the task's summary task name, or print a summary task.

1. Choose **Task > Hide** or **Task > Show**.

### Displaying Tasks in a Summary

Hide the task, change the task's summary task name, or print a summary task.

1. Choose **Task > Hide** or **Task > Show**.

### Understanding Precedence

If you link all tasks in a project using the task outline or command, a task's start date will be calculated. This will give you a better idea of how long the project will take to complete. If you link all tasks in a project using the task outline or command, a task's start date will be calculated. This will give you a better idea of how long the project will take to complete.

### Using the Network Diagram

A project network is a visual representation of the tasks in a project. It shows the sequence of tasks and the dependencies between them. The network diagram is a visual representation of the tasks in a project. It shows the sequence of tasks and the dependencies between them.

### Creating a New Relationship

1. Choose the task to which you want to add a new relationship.
2. Select the task to which you want to add a new relationship.
3. Drag the task to the task's relationship list.

### Deleting an Existing Relationship

1. Choose the task to which you want to delete a relationship.
2. Select the task to which you want to delete a relationship.
3. Drag the task to the task's relationship list.

### Moving a Task in the Network Diagram

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 must be completed on time for the project to be completed on time. It is the longest path through the project network.

### 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 the task's earliest start date and its latest start date.

### Hiding Negligible Amounts of Slack

1. Choose **Task > Hide Negligible Slack**.

### Filtering Tasks

1. Choose **Task > Filter**.
2. Select the filter you want to apply.

### Adjusting Date Constraints

Date constraints are used to specify the relationship between a task's start date and its finish date. They are used to specify the relationship between a task's start date and its finish date.

### Using a Deadline

A deadline is a date by which a task must be completed. It is used to specify the relationship between a task's start date and its finish date.

### Entering or Reading Task Notes

Task notes are used to provide additional information about a task. They are used to provide additional information about a task.

### Using a Different Relationship Type

Relationship types are used to specify the relationship between a task's start date and its finish date. They are used to specify the relationship between a task's start date and its finish date.

### Using Lag and Lead Times

Lag and lead times are used to specify the relationship between a task's start date and its finish date. They are used to specify the relationship between a task's start date and its finish date.

### Changing Relationship Type or Lag

Relationship types and lag/lead times are used to specify the relationship between a task's start date and its finish date. They are used to specify the relationship between a task's start date and its finish date.

### Creating a Recurring Task

Recurring tasks are tasks that occur at regular intervals. They are used to specify the relationship between a task's start date and its finish date.

### Splitting a Task

Splitting a task is used to divide a task into two or more smaller tasks. It is used to specify the relationship between a task's start date and its finish date.



## 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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