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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.

Showing Slack

Slack is the amount of time a task can be delayed without affecting the project finish date. To show slack, click on the task, then click on the task's information box. In the information box, click on the "Slack" tab. The slack for each task will be displayed.

Hiding Negligible Amounts of Slack

To hide negligible amounts of slack, click on the task, then click on the task's information box. In the information box, click on the "Slack" tab. In the "Slack" tab, click on the "Hide Negligible" checkbox.

Using the Network Diagram

The Network Diagram (ND) shows the sequence of tasks in a project. To view the ND, click on the "View" tab, then click on the "Network Diagram" button. The ND will be displayed. To change the view of the ND, click on the "View" tab, then click on the "Network Diagram" button. In the "Network Diagram" button, click on the "View" button. The ND will be displayed in the view you selected.

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.

Deleting an Existing Relationship

To delete an existing relationship, click on the arrow between the two tasks. The arrow will be deleted.

Adding a Task to the Network Diagram

To add a new task to the ND, click on the "Task" tab, then click on the "New Task" button. The new task will be added to the ND.

Examining the Critical Path

The Critical Path (CP) is the sequence of tasks that determine the project finish date. To examine the CP, click on the "View" tab, then click on the "Critical Path" button. The CP will be displayed.

Entering or Editing Task Notes

To enter or edit task notes, click on the task, then click on the task's information box. In the information box, click on the "Notes" tab. The notes for the task will be displayed.

Using a Different Relationship Type

To change the type of relationship, click on the arrow between the two tasks. The arrow will be highlighted. Click on the relationship type you want.

Creating a Recurring Task

To create a recurring task, click on the task, then click on the task's information box. In the information box, click on the "Recurring" tab. The recurring task will be created.

Splitting a Task

To split a task, click on the task, then click on the task's information box. In the information box, click on the "Split" button. The task will be split.

Using the Timeline Pane

The Timeline Pane shows the sequence of tasks in a project. To view the Timeline Pane, click on the "View" tab, then click on the "Timeline Pane" button. The Timeline Pane will be displayed.

Adding a Task to a Timeline

To add a task to a timeline, click on the task, then click on the task's information box. In the information box, click on the "Timeline" tab. The task will be added to the timeline.

Adding Another Timeline

To add another timeline, click on the "Timeline" tab, then click on the "New Timeline" button. The new timeline will be added.

Changing Length of a Timeline

To change the length of a timeline, click on the timeline, then click on the timeline's information box. In the information box, click on the "Length" tab. The length of the timeline will be changed.

Changing Color of a Task in the Timeline

To change the color of a task in the timeline, click on the task, then click on the task's information box. In the information box, click on the "Color" tab. The color of the task will be changed.

Moving a Timeline Task

To move a task in the timeline, click on the task, then click on the task's information box. In the information box, click on the "Move" button. The task will be moved.

Splitting a Timeline

To split a timeline, click on the timeline, then click on the timeline's information box. In the information box, click on the "Split" button. The timeline will be split.

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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).

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Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

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