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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. 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 Indent (I) or Outdent (O) on the ribbon.

**"Outdenting" or Promoting Tasks**

1. Select the task to "outdent" or promote.
2. Choose Indent (I) or Outdent (O) on the ribbon.

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

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

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

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

**Using the Network Diagram**  
A network diagram is a visual representation of the project tasks and their dependencies. To view the network diagram, click the Network Diagram icon on the ribbon. To view the network diagram, click the Network Diagram icon on the ribbon.

**Creating a New Relationship**  
To create a new relationship between two tasks, right-click the task and choose Relationship. To create a new relationship between two tasks, right-click the task and choose Relationship.

**Deleting an Existing Relationship**  
To delete an existing relationship between two tasks, right-click the task and choose Relationship. To delete an existing relationship between two tasks, right-click the task and choose Relationship.

**Moving a Task in the Network Diagram**  
To move a task in the network diagram, right-click the task and choose Move. To move a task in the network diagram, right-click the task and choose Move.

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

**Showing Slack**  
Slack is the amount of time that a task can be delayed without affecting the project finish date. To show slack, click the Show Slack icon on the ribbon. To show slack, click the Show Slack icon on the ribbon.

**Hiding Negligible Amounts of Slack**  
To hide negligible amounts of slack, right-click the task and choose Hide Negligible Slack. To hide negligible amounts of slack, right-click the task and choose Hide Negligible Slack.

**Filtering Tasks**  
To filter tasks in the task list, click the Filter icon on the ribbon. To filter tasks in the task list, click the Filter icon on the ribbon.

**Adjusting Date Constraints**  
To adjust date constraints for a task, right-click the task and choose Date Constraints. To adjust date constraints for a task, right-click the task and choose Date Constraints.

**Using a Deadline**  
A deadline is a date by which a task must be completed. To set a deadline, right-click the task and choose Deadline. To set a deadline, right-click the task and choose Deadline.

**Entering or Reading Task Notes**  
To enter or read task notes, right-click the task and choose Notes. To enter or read task notes, right-click the task and choose Notes.

**Using a Different Relationship Type**  
To use a different relationship type between two tasks, right-click the task and choose Relationship. To use a different relationship type between two tasks, right-click the task and choose Relationship.

**Using Lag and Lead Times**  
Lag and lead times are used to adjust the timing of a task relative to its predecessor. To use lag and lead times, right-click the task and choose Lag and Lead Times. To use lag and lead times, right-click the task and choose Lag and Lead Times.

**Changing Relationship Type or Lag**  
To change the relationship type or lag between two tasks, right-click the task and choose Relationship. To change the relationship type or lag between two tasks, right-click the task and choose Relationship.

**Creating a Recurring Task**  
To create a recurring task, right-click the task and choose Recurring. To create a recurring task, right-click the task and choose Recurring.

**Splitting a Task**  
To split a task into two or more tasks, right-click the task and choose Split. To split a task into two or more tasks, right-click the task and choose Split.



## 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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