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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**  
If a task is linked to a project plan using the task button, a precedence arrow will show the order of tasks in the sequence. The task plan will show the order of tasks if you click on a task in the network diagram. The task plan will show the order of tasks if you click on a task in the network diagram. The task plan will show the order of tasks if you click on a task in the network diagram.

**Showing Slack**  
The Gantt Chart shows task scheduling to the right of the task bar. To show task scheduling to the right of the task bar, click on the task bar. To show task scheduling to the right of the task bar, click on the task bar.

**Hiding Negligible Amounts of Slack**  
1. Click on the task bar.  
2. Click on the task bar.  
3. Set the task bar to show only the task bar.

**Filtering Tasks**  
1. Click on the task bar.  
2. Click on the task bar.  
3. Set the task bar to show only the task bar.

**Adjusting Date Constraints**  
1. Double-click the task name or bar to open the task information dialog box.  
2. Click on the task bar.  
3. Set the task bar to show only the task bar.

**Using Lag and Lead Times**  
Lag time is the time between the end of one task and the start of another task. Lead time is the time between the start of one task and the end of another task.

**Changing Relationship Type or Lag**  
1. Double-click the task name or bar, and click on the PRECEDENCE tab.  
2. Select the relationship type, if necessary.  
3. Type the lag or lead time in the task bar.

**Entering or Repeating Task Notes**  
1. Double-click the task name or bar, and click on the NOTES tab.  
2. Click on the task bar.

**Using a Different Relationship Type**  
1. Double-click the task name or bar, and click on the PRECEDENCE tab.  
2. Select the relationship type, if necessary.

**Creating a Recurring Task**  
1. Double-click the task name or bar, and click on the RECURRING tab.  
2. Click on the task bar.

**Splitting a Task**  
1. Double-click the task name or bar, and click on the SPLIT tab.  
2. Click on the task bar.

**Using the Timeline Pane**  
1. Click on the task bar.  
2. Click on the task bar.

**Adding a Task to a Timeline Bar**  
1. Click on the task bar.  
2. Click on the task bar.

**Adding Another Timeline Bar**  
1. Click on the task bar.  
2. Click on the task bar.

**Changing Length of a Timeline Bar**  
1. Click on the task bar.  
2. Click on the task bar.

**Changing Color of a Task in the Timeline**  
1. Click on the task bar.  
2. Click on the task bar.

**Moving Timeline Task**  
1. Click on the task bar.  
2. Click on the task bar.

**Splitting a Timeline**  
1. Click on the task bar.  
2. Click on the task bar.

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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).

## Book Information

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They are a very good tools in project management

Nice cheat sheets.

Easy to use

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