

## The book was found

# **Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (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 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**

Pamphlet: 2 pages

Publisher: Beezix Inc (March 7, 2016)

Language: English

ISBN-10: 1944684077

ISBN-13: 978-1944684075

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 stars [See all reviews](#) (3 customer reviews)

Best Sellers Rank: #290,919 in Books (See Top 100 in Books) #37 in Books > Computers & Technology > Business Technology > Microsoft Project #43 in Books > Computers & Technology > Software > Microsoft > Microsoft Project #52 in Books > Computers & Technology > Business

## Customer Reviews

They are a very good tools in project management

Nice cheat sheets.

Easy to use

[Download to continue reading...](#)

Microsoft Project 2016 Quick Reference Guide Managing Complexity - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide Creating a Basic Project - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) WINDOWS 10: WINDOWS 10 COMPANION: THE COMPLETE GUIDE FOR DOING ANYTHING WITH WINDOWS 10 (WINDOWS 10, WINDOWS 10 FOR DUMMIES, WINDOWS 10 MANUAL, WINDOWS ... WINDOWS 10 GUIDE) (MICROSOFT OFFICE) Windows 10: The Ultimate User Guide To Microsoft's New Operating System - 33 Amazing Tips You Need To Know To Master Windows 10! (Windows, Windows 10 Guide, General Guide) Fitness Hacks: 50 Shortcuts to Effortlessly Cheat Your Way to a Better Body Today! Project Management: A Quick Start Beginner's Guide For The Serious Project Manager To Managing Any Project Easily Project Management: A Quick Start Beginners Guide For The Serious Project Manager To Managing Any Project Easily! Windows 10 Tips, Tricks and Shortcuts in easy steps Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Windows 10: 2016 User Guide and Manual: Microsoft Windows 10 for Windows Users Windows 10: User Guide and Manual 2016 - Everything You Need To Know About Microsoft's Best Operating System! (Windows 10 Programming, Windows 10 Software, Operating System) PMP® Exam Cheat Sheet: Your 15 Minute PMP® Revision Guide (Ace Your PMP® Exam Book 13) Inspiration for Great Songwriting: For Pop, Rock & Roll, Jazz, Blues, Broadway, and Country Songwriters: A Cheat Sheet Book About Creativity with Form, Lyrics, Music, and More YOUTUBE: THE ULTMAE YOUTUBE SEO CHEAT SHEET: How to Make Your Videos High-Ranking Pumping-Machines! Windows 10: A Beginner To Expert Guide - Learn How To Start Using And Mastering Windows 10 (Tips And Tricks, User Guide, Windows For Beginners) Windows 10: The Practical Step-by-Step

Guide to Use Microsoft Windows 10 (Windows for Beginners and Beyond) EXCEL: From Beginner to Expert - 2 Manuscripts + 2 BONUS BOOKS - Excel for Everyone, Data Analysis and Business Modeling (Functions and Formulas, Macros, MS Excel 2016, Shortcuts, Microsoft Office) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and ... MindTap Reader Multi-Term Printed Access Card

[Dmca](#)