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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 from the dropdown menu.

### 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 and select "Show Slack" from the task information box.

### Hiding Negligible Amounts of Slack

To hide negligible amounts of slack, click on the task and select "Hide Negligible Slack" from the task information box.

### Filtering Tasks

To filter tasks, click on the task and select "Filter" from the task information box. This will open the Filter task pane, where you can select the tasks you want to filter.

### Adjusting Date Constraints

To adjust date constraints, click on the task and select "Adjust Date Constraints" from the task information box. This will open the Adjust Date Constraints task pane, where you can adjust the start and finish dates of the task.

### 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.

### Deleting an Existing Relationship

To delete an existing relationship, click on the arrow between the two tasks and select "Delete" from the dropdown menu.

### Moving a Task in the Network Diagram

To move a task in the network diagram, click on the task and drag it to the new location.

### Examining the Critical Path

The critical path is the longest sequence of tasks in the project. To examine the critical path, click on the task and select "Examine Critical Path" from the task information box.

### Entering or Editing Task Notes

To enter or edit task notes, click on the task and select "Enter or Edit Task Notes" from the task information box. This will open the Enter or Edit Task Notes task pane, where you can enter or edit the notes for the task.

### Using a Different Relationship Type

There are four types of precedence: Finish-to-Start (FS), Finish-to-Finish (FF), Start-to-Start (SS), and Start-to-Finish (SF). To change the type of precedence, click on the arrow and select the type you want from the dropdown menu.

### Creating a Recurring Task

To create a recurring task, click on the task and select "Create Recurring Task" from the task information box. This will open the Create Recurring Task task pane, where you can create a recurring task.

### Splitting a Task

To split a task, click on the task and select "Split Task" from the task information box. This will open the Split Task task pane, where you can split the task into two or more sub-tasks.

### Using the Timeline Pane

The timeline pane shows the project schedule in a visual way. To use the timeline pane, click on the task and select "Timeline" from the task information box. This will open the timeline pane, where you can view the project schedule.

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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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