



# Microsoft Project 2013 Quick Reference Guide: Managing Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

By Beezix Inc.

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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.

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#### **About the Author**

Beezix was founded by trainers, and has always had a strong focus on the learner. Extensive industry experience made us aware of the need for a line of high-quality, trainer-produced courseware, and led to the creation of Beezix Quick Reference guides in 1994. The cards were intended to meet the needs both of trainers in the classroom, and of software users at their workstations.

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