

Microsoft Project 2007 Quick Reference Guide: Handling Complexity (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2007. The following topics are covered: Indenting/Outdenting Tasks, Hiding/Displaying Tasks under a Summary and Understanding Precedence. Using the Network Diagram, Creating/Deleting Relationships, Showing Slack, Hiding Negligible Amounts of Slack, Examining the Critical Path and Filtering Tasks. Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes, Using a Different Relationship Type, Lag & Lead Time, Recurring Tasks and Splitting Tasks. Adding Resources on the Fly, Noting a Resources Holidays, Hours, or Rate, Getting a Task Done Faster, Changing Calculation of Task Values, Permitting Overtime, Booking Different Resources to a Task, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly and Viewing Different Field Collections. Showing a Progress Line, Monitoring Progress, Subprojects, Communicating Plans and Progress. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of two titles available for Project 2007: Project 2007 Creating a Basic Project, Project 2007 Handling Complexity.

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