

# Microsoft Project 2003 Tips Quick Reference Guide (Cheat Sheet of Tips - Laminated Card)



Laminated quick reference guide showing tips and rules-of thumb for managing project files better in Microsoft Project 2003. Topics include: Project Management Checklist, Schedule a Project from a Start Date, Use Project Templates, Tips for Entering Task Information, Establishing Precedence in a Project Plan, Saving Without a Baseline, Set Up Base and Resource Calendars Ways of Shortening the Critical Path, Managing Resources Effectively, Improving Network Diagrams, Efficient Formatting and Editing, Miscellaneous Tips, and Help Resources. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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