

Microsoft Project 2003 Handling Complexity Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Project 2003. The following topics are covered: Indenting/Outdenting Tasks, Summarizing Tasks, Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Showing Slack, Hiding Negligible Amounts of Slack, Examining the Critical Path, Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Using a Different Relationship Type, Entering or Reading Task Notes, Lag & Lead Time, Recurring Tasks, Splitting Tasks, Adding Resources on the Fly, Noting Resources Holidays, Hours, or Rate, Changing Calculation of Task Values, Overtime, Adjusting when a Resource Works, Checking Resource Usage, Determining Resource Load, Leveling Resources Quickly, Viewing tables, Showing a Progress Line, Monitoring Progress, Subprojects, and 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.

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