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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 **Pages for Mac Quick Reference Guide, Version 6 Introduction (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services,2017-04-17 This Pages for Mac Introduction quick reference guide for Apple s word processing software gives concise instructions tips and shortcuts for features to help you create documents such as letters resumes and newsletters 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 Pages This guide is suitable as a training handout or simply an easy to use reference guide Recommended companion title covering iWork basics Pages 6 Keynote 7 Numbers 4 Essentials ISBN 9781944684303 Topics include Setting Up the Page Showing a Horizontal Ruler Basic Text Editing Inserting the Date and Time Changing Capitalization Using the Format Inspector to Change Font Size Bold Italic etc Changing Paragraph Alignment Displaying Formatting Symbols Tabs Spaces Paragraph Marks Setting Indents Setting Tabs Creating Bulleted or Numbered Lists Changing Line Spacing Changing Paragraph Spacing Showing Page Thumbnails Checking Spelling and Grammar Using an Envelope Template Showing Word Count Creating a Chart Changing Text Color Setting Borders and Rules Multiple Columns Inserting a Column Break Inserting a Page Break Creating Headers or Footers Using Paragraph Styles Using Character Styles Assigning Shortcuts for Styles Using Text Boxes Adjusting Text Wrap Highlighting Text Tracking Changes Also includes Lists of selection movement and deletion shortcuts **Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamina** Beezix Software Services,2015-11-04 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2016 Windows Version 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 Word 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 Margins Orientation and Paper SizeMoving and Copying TextFormatting Text with the Mini Toolbar Suppress Change Header or Footer on the First PageInserting a Page NumberInserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text BoxInserting a Page BreakChecking Spelling Grammar AutoCorrectPreviewing and Printing DocumentsPrinting Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and

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