# How To Use This Book

# Conventions Used in this Book

## Legend of Icons

A number of icons are used in this book to highlight important information.

The PMBOK icon and call-out box refers you to where you can find a concept or term in the Project Management Institute's Project Management Body of Knowledge – The PMBOK.

The Note Icon and call-out box indicates a key fact or insight to help participants better understand helpful background information, quirks, explanations for the way things work, answers to Frequently Asked Questions (FAQs), and helpful things to remember.

The Tip, Trick and Shortcut icon and call-out box presents quick ways to do things faster and impress colleagues.

The Warning Icon and call-out box will draw your attention to important risks, pitfalls, potential issues, and alternate concepts that may assist you with managing your project processes.

# The Meaning of the Fonts

This book uses a few conventions to display meaning within the text.

**Bold text** indicates the title of a button, menu item, or file name, that should be clicked on or selected to complete a step. Bold text also indicates a key word or phrase worthy of consideration.

Text that is set in a monospace font indicates text that needs to be typed in (like a URL, or code).

# Navigating this Book

This book has been organzed in a linear, progressive manner. Each chapter builds upon the concepts and skills learned in the previous chapters. Every chapter begins with an overview to give you some insight into the topics that will be covered and ends with highlights of the key points to remember from the chapter.