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Greg Horine



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Planning and Scheduling Using Microsoft Project 2010 Paul Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software

Microsoft Project 2010: The Missing Manual Bonnie Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs

Microsoft Project 2010 Quick Guide for Beginners Kugan Panchadsaram,2012-01-01 *Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition* Paul Eastwood Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software

What's New Study Guide to Microsoft Project 2010 Dale A. Howard,Gary L. Chefetz,2010 Teach yourself how to use the new features in Microsoft Project 2010 with this self paced study guide Hands on lessons complete with practice files get you up to speed on all of the revolutionary new features in Microsoft Project 2010 including manual scheduling team planner the fluid user interface and the new timeline view Learn how to connect Project with SharePoint to allow your team members to update their tasks through the web without using Project Server This book contains content culled from the acclaimed learning authority Ultimate Study Guide to Microsoft Project 2010 Foundations

Whats New Study Guide to Microsoft Project 2010 focuses only on new and changed features and behaviors

Microsoft Project 2010 Quick Reference Guide Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 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 Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying the Project s Statistics Changing the Progress of a

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Jesus, 2012-07-20. Ultimate Study Guide Dale A. Howard, Gary L. Chefetz, 2010. The Ultimate Learning Guide to Microsoft Project 2010 Foundations is a complete learning experience and reference manual for managing projects using the Microsoft Project 2010 desktop application. This book takes a systematic approach to the topical ordering which follows the Project Management Institute (PMI) standard. The Foundations volume provides you with detailed and in-depth information for the most important foundational concepts needed for effectively using Microsoft Project 2010. **Microsoft Project 2010** Bonnie Biafore, 2010. **Ultimate Study Guide** Dale A. Howard, Gary Chefetz, 2011-11. Gain in-depth knowledge about standard and custom fields, calendars, scheduling, costing, critical path analysis, and exchanging project data with other applications. Learn how to locate and level overallocated resources, how to create and use a shared resource pool file and a master project, and how to record and write macros in VBA. *Ultimate Study Guide: Foundations Using Microsoft Project 2010* Dale Howard, Gary Chefetz, 2010-10-01. Use this self-paced study guide to learn Microsoft Project 2010 by working

through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Microsoft Project 2010 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for Microsoft s 77 178 certification exam Microsoft Project 2010 Managing Projects Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best practice recommendations side notes and warnings to help you succeed **Appendix A: Brief Guide to**

Microsoft Project 2010 Kathy Schwalbe,2010-05-05 This text only includes Appendix A Brief Guide to Microsoft Project 2010 from Kathy Schwalbe s Revised Introduction to Project Management Third Edition The page numbering is the same as the original text It was created in April 2010 [Project Management Absolute Beginner's Guide](#) Greg Horine,2017-02-09 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management Gain key insights that will accelerate your learning curve Know how to respond to real life situations not just what they teach you in school **MICROSOFT PROJECT 2010 PROJECT MANAGEMENT:REAL-WORLD SKILLS FOR CERTIFICATION AND BEYOND,EXAM 77-178 (With CD)** Robert Happy,2010-09 Market_Desc Primary Reader The book is targeted at project managers This can also include resource managers team leads project schedulers project administrators project management students The ideal Reader are new project managers new Microsoft Project users and experienced Microsoft

Project users who are looking for the right way to use Microsoft Project Secondary Reader Candidates for Microsoft's new MCTS Microsoft Project 2010 Managing Projects 70 178 exam Special Features By Project Managers For Project Managers Unlike other Microsoft Project 2010 books this book focuses on essential skills Project Managers need to have when using Project to perform their jobs Practical Look at a Complex Product Microsoft Project is a difficult product to master This book focuses on Project's features that users will need to use to effectively manage projects bypassing features they will rarely if ever use Systematic Approach Author shows the reader how to use Microsoft Project in all phases of project management from creating a work breakdown structure to closing a project Enhanced CD CD includes over an hour's worth of video walkthroughs from author Robert Happy as well as project files used throughout the book Maps to PMBOK Guide The Guide to Project Management Body of Knowledge is the standard for all project managers The book focuses on the process and procedures defined in PMBOK Guide 4th Ed showing them how Microsoft Project can be used to perform these tasks Ideal for Certification Candidates Book covers the entire skill set for the MCTS Microsoft Project 2010 Managing Projects 70 178 certification offered by Microsoft Learning About The Book This book is a practical guide to using Microsoft Project 2010 from a real project management practitioner's perspective It incorporates best practices and follows the natural process flow of project planning through tracking and closure The goal of this book is not to overwhelm and impress the reader with how many features can be crammed between the covers but instead place value on getting project managers using Project properly and as quickly as possible Readers can begin planning their projects immediately using best practices and see quick results from applying the techniques they have learned This is a how to book on project planning tracking and reporting using Microsoft Project and not a product reference guide which is what the market is currently flooded with

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