

# File Type PDF Microsoft Project For Windows For Dummies

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Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft's project management application. Features and functionality of Microsoft Project, getting started, beyond the basics. Tools and templates are on the accompanying CD-ROM.

A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project. Topics covered include scheduling tasks effectively and tracking costs.

Managing single or multiple projects is tough enough. Why compound your troubles by tackling the learning curve of a new software program at the same time? Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. Starting at the very beginning -- What's a project? -- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart.

A detailed handbook for experienced developers explains how to

get the most out of Microsoft's Visual Studio .NET, offering helpful guidelines on how to use its integrated development environment, start-up templates, and other features and tools to create a variety of applications, including Web services. Original. (Advanced)

Do more in less time! This book's packed with intensely useful Project 2013 knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master every phase of project management with Project 2013: initiation, planning, scheduling, resource assignments, tracking, revision, completion, and more. You'll get comfortable with Project 2013's most valuable new features...master powerful new cloud-based tools for running your projects...even learn to manage complex project portfolios for your entire organization!

- Discover what's new in Project 2013 and get started with new projects fast
- Apply project management best practices through Project 2013
- Initiate, plan, and organize projects to maximize your odds of success
- Create realistic schedules for your project and all your team members
- Define task logic to intelligently link sequences of activities
- Identify and eliminate bottlenecks before they interfere with your project
- Use Project's automated scheduling engine to optimize efficiency
- Review and tweak your schedule using views, tables, filters, and groups
- Track your project's progress and analyze your performance to date
- Adjust resources, tasks, and schedules to reflect project changes
- Officially close your project, and evaluate it via Lessons Learned analyses or Earned Value tracking
- Tailor Project 2013 to your individual and organizational needs
- Leverage Project 2013's powerful cloud-based collaboration features
- Customize reports, including Project 2013's advanced Visual Reports
- Work with multiple projects at once and resolve complex resource allocation problems
- Integrate Project 2013 with other Microsoft Office and third-party applications

All In Depth books offer

- Comprehensive coverage with detailed solutions
- 

Troubleshooting help for tough problems you can't fix on your own

- Outstanding authors recognized worldwide for their expertise and teaching style

Learning, reference, problem-solving...the only Project 2013 book you need!

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Project 2016 at the intermediate level. 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 Project 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: Understanding Precedence, Using the Network Diagram, Creating/Deleting Relationships, Moving a Task in the Network Diagram, Examining the Critical Path, Showing Slack, Hiding Negligible Amounts of Slack. Filtering Tasks, Adjusting Date Constraints, Using a Deadline, Entering or Reading Task Notes. Using a Different Relationship Type, Lag & Lead Time, 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.

□ Supports collaborative planning with Microsoft Project □ Dis-

tributes project documents with SharePoint Team Services □ Provides projects over intranet or internet □ Communicates using real-time data □ Involves all project stakeholders in the planning process

Designed to teach project management professionals how to use Microsoft Project in a project environment. This book explains steps required to create and maintain a schedule; highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule; and more.

The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with Microsoft Project 2019. Jump in wherever you need answers—brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need Project Management software can really revolutionize the way a business works—for those who know how to take advantage of all the features. But few books are available on Microsoft Project. This book provides 19 lessons that methodically teach new users how to plan, manage, and communicate project information.

This clear guide teaches the fundamentals of Project for Windows 95 and how to become productive using Project. Readers learn how to set up a new project, enter scheduling requirements, manage resources, and work with Pert charts. Pete Rogers then moves on to intermediate features such as working with multiple projects, exchanging data with other applications, and more.

The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software.

Complete classroom training manuals for Microsoft Project 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources,

tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The “File” Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Views 6. Planning a Project Tasks 1. Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Updating Multiple Tasks in a Project 3. Updating Tasks Individually 4. Rescheduling Uncompleted Work Formatting Gantt Chart Views 1. Formatting Text in a Gantt Chart 2. Formatting Gridlines in a Gantt Chart 3. Formatting the Task Bar Layout in a Gantt Chart 4. Formatting Columns in Gantt Charts 5. Applying Bar and Gantt Chart Styles 6. Drawing Objects 7. Formatting Timescale in Gantt Charts 8. Creating Custom Views Other Project Views 1. Using Timeline View 2. Creating Multiple Timelines 3. The Task Usage View 4. The Network Diagram View 5. The Calendar View 6. Printing Views Advanced Task Management 1. Setting Task Lead and Lag Time 2. Using Task Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Paths 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Rates 2. Advanced Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overallocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Report-

ing 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 2. Using the Field List with Report Charts 3. Designing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Setting Report Table Layout Options 8. Modifying Pictures, Text Boxes and Shapes 9. Formatting Text Boxes and Shapes 10. Formatting Report Pictures Visual Reporting 1. Using Visual Reports

Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can help you control these variables -- not be controlled by them. But Project is complex software, and learning it is, well, a project in itself. Get up to speed fast with Microsoft Project 2007: The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions, and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007: The Missing Manual, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use Project to: Define your project and plan your approach Estimate your project, set up a budget, define tasks, and break the work into manageable chunks Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks: "who does what" Refine the project to satisfy objectives by building reality into the schedule, and learn to keep project costs under control Track progress and communicate with team members via reports, information sharing, and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it.

Take control of your projects with this in-depth guide Whether you're managing a project for a small team or supervising a corpo-

rate assignment involving hundreds, the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track. From setting budgets to allocating resources to tracking results, each of the book's seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need. Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks, check progress, and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VB-Script Import and export Project information What's on the CD-ROM? You'll find a wealth of trial versions, demo software, sample projects, and bonus appendixes on the CD-ROM, including Milestones Professional(r) - Advanced formatting, calculation, Web publishing, and reporting features PERT Chart Expert - Create eye-opening PERT chart project plans PlanView(r) Project Portfolio Management - A comprehensive decision-making platform for enterprises WBS Chart Pro - Plan your projects with these graphing tools System Requirements: See the CD-ROM Appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Learn proven project management strategies as you master the world's #1 project management software Here's a winning combination: a series of successful project management strategies that cover every phase of the process AND an insider's guide to the most powerful and versatile project management software available anywhere. That's what you'll find in Managing Projects with Microsoft Project 2000. A synchronized learning system helps you get with the program Microsoft Project 2000 brings 21st-century power to this already formidable tool. Whether you're an experienced user preparing to upgrade to Microsoft Project 2000 or an aspiring project manager who needs to understand the big picture as you gain control of the details, this remarkable one-stop guide helps you make the most of this outstanding new program. It puts you in control of every new feature and enhanced capability, including how to: SCHEDULE TASKS AND TRACK PROGRESS using task calendars, deadline dates, estimated durations, baseline and interim plans, and more MANAGE RESOURCES FOR BETTER TASK SCHEDULING with new methods that let you vary resource availability, specify material resources, and set task priorities for re-

source leveling MODEL PROJECTS GRAPHICALLY WITH NETWORK DIAGRAM VIEW, which offers flexible viewing and formatting of program information in a graphical layout of tasks MANAGE TASKS AND RESOURCES ACROSS A WORKGROUP with Microsoft Project Central-a Web-based companion to Microsoft Project 2000 that allows for task delegation up and down organizational lines, task progress reporting, and narrative status reporting WORK FASTER AND SMARTER by jump-starting new products with templates, grouping tasks and resources, creating your own work breakdown structure numbering scheme-and much, much more

This classroom-tested book/disk learning system provides a fast introduction to this powerful Windows-based project management program. Years of classroom teaching and lab research into how people best learn to use computers are the basis for this integrated package. No other Microsoft Project book is better suited to the needs of beginning users.

Microsoft Office Project 2007 All-in-One Desk Reference For Dummies is a compilation of multiple short reference-style books covering Microsoft Project, enhanced by the format of a single, easy-to-use, task-oriented step-by-step package. All-in-One For Dummies books are made up of multiple minibooks that could each stand alone. Each minibook covers one topic completely. This book features a companion Web site where readers can download Microsoft Project add-ins, templates, and author-generated materials. The book also features a gate-fold cheat sheet that contains myriad quick-reference information, tips, and shortcuts for reference when using Microsoft Project 2007. The structure of the book is as follows: Book I: Project Basics Book II: Structure of a Project Book III: Defining Task Details Book IV: Establishing Task Timing Book V: Working with Resources and Costs Book VI: Communicating Project Information Book VII: Resolving Problems with Your Plan Book VIII: Tracking Book IX: Advanced Project Topics Book X: Project in the Enterprise Environment Book XI: Project Case Studies

Microsoft Project X Bible shows readers how to use the latest version of Microsoft Project to efficiently manage their projects. This book covers both the professional and standard versions of Microsoft Project. It begins with an overview of project management basics and moves on to show readers how to create a new project, track a project's progress, and work in groups. It also covers more advanced topics, such as customizing Project, using macros, and

importing and exporting information. Other topics include building tasks, using views, modifying the appearance of a project, and resolving scheduling and resource problems. Part I: Project Management Basics Part II: Getting Your Project Going Part III: Refining Your Project Part IV: Tracking Your Progress Part V: Working in Groups Part VI: Advanced Microsoft Project

Learn Microsoft Project 2019 from the perspective of the project manager. This guide is an all-in-one training resource and reference that covers all versions found in the Microsoft Project 2019 suite. It is not a "how-to" manual covering the features and functions of the software, but is designed to explain and demonstrate why those features and functions are important to you as a project manager, allowing you to maximize the value of Microsoft Project 2019. Each aspect of project-manager-specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting, project management training, and managing real-world projects using Microsoft Project. Readers will appreciate the robust index and intuitively organized and learning-oriented chapters, and sub-sections for quick reference and problem solving. "Try it" exercises at the close of every chapter help ensure understanding of the content. What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands-on exercises with step-by-step illustrations Build a plan and work breakdown structure, and manage resources and assignments Utilize enterprise project management for creating a project, monitoring, controlling, and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request. The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start. Friendly, practical advice is combined with the latest software in this ...-For Dummies edition. Follow your expert guide through planning, development, testing, and implementation --the first steps to your project's success. Then get your hands on scheduling, assigning resources and estimating costs, and best of all, making your software happen. The book's CD-ROM includes trial versions of Microsoft Project 2000, Soffrant TRACK, and Cost Xpert as well as templates and a wealth of other planning tools.

Explore detailed explanations and examples to get up and running with the five phases of the project management lifecycle and integrate project management principles in a variety of projects

**Key Features** Explore various algorithms and the latest features of MS Project to organize and keep track of your projects

**Understand Work Breakdown Structure (WBS)** to improve productivity

**Apply real-world best practices** and discover the tips, tricks, and pitfalls of schedule management

**Book Description** Microsoft Project is one of the most popular project management tools for enterprises of all sizes thanks to its wide variety of features such as project scheduling, project budgeting, built-in templates, and reporting tools. Learning Microsoft Project 2019 will get you started with the basics and gradually guide you through the complete project life cycle. Starting with an overview of Microsoft Project 2019 and a brief introduction to project management concepts, this book will take you through the different phases of project management – initiation, planning, execution, control, and closure. You will then learn how to identify and handle problems related to scheduling, costing, resourcing, and work allocation. Understand how to use dynamic reports to create powerful, automated reports and dashboards at the click of a button. This Microsoft Project book highlights the pitfalls of overallocation and demonstrates how to avoid and resolve these issues using a wide spectrum of tools, techniques, and best practices. Finally, you will focus on executing Agile projects efficiently and get to grips with using Kanban and Scrum features. By the end of this book, you will be well-versed with Microsoft Project and have the skills you need to use it effectively in every stage of project management. What you will learn:

- Create efficient project plans using Microsoft Project 2019
- Get to grips with resolving complex issues related to time, budget, and resource allocation
- Understand how to create automated dynamic reports
- Identify and protect the critical path in your project and mitigate project risks
- Become well-versed with executing Agile projects using MS Project
- Understand how to create custom reports and make them available for future projects

Who this book is for If you use Microsoft Office and are looking to use MS Project to manage your projects efficiently, this book is for you. Project managers or anyone interested in project management will also find this book useful. Basic knowledge of Windows UI and MS Office products is required.

A new Windows guide demonstrates how to manage a project

from concept to packaging using Microsoft Project for Windows. Original.

Written by the Manager of Technical Writing at Microsoft, this book explains the fundamentals of project management and the full features of Microsoft Project '98.

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

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

The Complete Planning Guide for Microsoft Project makes learning about project management simple, clear, and interesting. It provides an easy-to-use, step-by-step process for planning any project using the Microsoft Project software program. From tips to help you accomplish common tasks in various ways to key strokes and mouse clicks for navigating the software, Tom Belanger guides you to detailed project planning without "analysis paralysis." The CD-ROM provides project templates for 25 different projects, taken from a wide variety of industries and organizational functions. Many have component tasks and dependency relationships which can be tailored to meet the needs of any planning situation. The Complete Planning Guide for Microsoft Project provides valuable insights for individuals and teams who plan or manage projects such as establishing a newsletter, new product development, multi-lingual translation of instructions, process reengineering, upgrading operations systems, construction, renovation,

facility moves, and other unique work efforts.

Experience learning made easy—and quickly teach yourself how to manage your projects with Project 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build a project plan and fine-tune the details Schedule tasks, assign resources, and manage dependencies Monitor progress and costs—and keep your project on track Format Gantt charts and other views to communicate project data Begin exploring enterprise project management systems Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus guide to the Ribbon, the new Microsoft Office interface Quick course on project management in the Appendix Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

This text covers project management theory, and includes tips, notes, cautions and polished examples. Using a task-orientated approach, it aims to teach the reader project management skills.

The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need

Learn to handle your projects in a painless way. Being a project management program, Microsoft Project helps users to handle their project in a more organized way. But its usage has to be combined with keyboard shortcuts. Using only mouse can make you get a sore neck and it is more risky if one is visually impaired. That is why this book is for you. In this book, you will find the following topics: Get the essential knowledge of mousing and using keyboard shortcuts. Know more about your keyboard and its various segments. Become familiar with the 15 special keyboard shortcuts you should know as a computer user. Microsoft Office Basics. Microsoft Project Shortcuts. Use OfficeArt Objects. Navigate Views And Windows. Outline A Project. Select And Edit In A

Sheet View. You can be faster, more productive, and smarter by using keyboard shortcuts listed in this book for Project 2016. Click "Buy now "

Timed for release with the latest version of the software, this is the most up-to-date and advanced edition of Lowery's highly popular book. She explains the concepts of project management from the ground up, and takes the reader step by step through the features and applications of Microsoft Project 4.0.

A comprehensive reference on the latest version of the leading enterprise project management software: Microsoft Project 2010 Microsoft Project allows users to manage business activities effectively by sharing project information, performing modeling and scenario analyses, standardizing reporting processes, and more. This soup-to-nuts reference covers both the professional and standard versions of the latest iteration of Microsoft Project, as well as Project Server, so that you can efficiently manage your business projects. Veteran author Elaine Marmel begins with an overview

of project management basics and then gradually moves on to more advanced topics so that you can learn the scope of what successful project management entails. Popular author Elaine Marmel provides comprehensive coverage of Microsoft Project 2010 and shows you how to successfully manage your business activities Begins with project management basics, such as creating a new project, tracking a project's progress, and working in groups Covers more advanced topics, including customizing Project, using macros, and importing and exporting information Demonstrates how to build tasks, use views, modify the appearance of a project, and resolve scheduling and resource problems With Project 2010 Bible by your side, you'll learn to confidently and skillfully put Microsoft Project 2010 to work for you.

This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2™ methodology, to use Microsoft(r) Project to plan and control PRINCE2™ projects. It identifies which PRINCE2™ pro-

cesses may be handled with Microsoft Project(r) 2010 and how the software may be effectively used to assist in managing a project. Paul Harris' manual unlocks the power and versatility of Microsoft(r) Project with a logical presentation of the tool in the context of a PRINCE2 project scenario.

Necessity for greater flexibility and understanding of project management is coming into its own--even though most people manage projects as part of other duties. This guide seeks to provide consumers with a comprehensive understanding of the features, functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

Project management software can really revolutionize the way a business works--for those who know how to take advantage of all the features. This in-depth book provides a procedural, personal training system for those who want to get up and running on Project for Windows 95 as easily and as quickly as possible. Practice files are included on disk.