

Microsoft Office Project for Mere Mortals: Solving the Mysteries of Microsoft Office Project (Mixed media product)



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Reviews

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(Marilyne Haag)

MICROSOFT OFFICE PROJECT FOR MERE MORTALS: SOLVING THE MYSTERIES OF MICROSOFT OFFICE PROJECT (MIXED MEDIA PRODUCT)



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Pearson Education (US), United States, 2007. Mixed media product. Book Condition: New. 229 x 178 mm. Language: English . Brand New Book. Microsoft Office Project for Mere Mortals(R) strips away the mysteries of Microsoft Office Project, giving you practical skills, methodologies, and best practices for building schedules and budgets that work. Using the clear, concise, and friendly style that s a hallmark of the For Mere Mortals(R) series, Jansen provides step-by-step instructions for every feature you really need to master, whether you re using Project 2007, 2003, or 2002. You ll learn why Project works as it does, so you can make the best possible decisions about how to use it. Realistic exercises offer extensive hands-on practice, and a start-to-finish case study covers the entire project lifecycle. Jansen shows you how to: * Scope projects using work breakdown structures and task outlines * Define projects rapidly with Microsoft Project templates * Work with milestones, deadline dates, and task information * Manage resource sharing across multiple projects * Calculate accurate budgets * Avoid common scheduling errors and oversights * Tighten critical paths to reduce work overload and resource overallocation * Use baselining to track variances, adjust projects on-the-fly, and become a more effective scheduler * Uncover potential problems, identify alternatives, and avoid crises * Discover little-known tips and tricks for better formatting and printing * Use Project to close projects successfully, and learn from your experience Whatever your title, organization, or project, this book will help you get powerful results with Microsoft Office Project-quickly, efficiently, and painlessly. The CD-ROM contains a searchable electronic version of the book and Microsoft Project (.MPP) files (available for Project 2002 and above) of the book s step-by-step scheduling practices and case studies. Praise for Microsoft Office Project for Mere Mortals(R) This book stands out of...

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