



Microsoft Project User Guide 2010

Dale A. Howard, Gary L. Chefetz

Microsoft Project User Guide 2010:

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 Quick Reference Guide](#) Beezix, Inc Staff,2011-04-15 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2010 at the intermediate level 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 Indenting Outdenting Tasks Hiding Displaying Tasks under a Summary Understanding Precedence Using the Network Diagram Creating Deleting Relationships Moving a Task in the Network Diagram Showing Slack Hiding Negligible Amounts of Slack Examining the Critical Path 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 Recurring Tasks Splitting Tasks Adding Resources on the Fly Noting a Resource s Vacation or Special Hours or Rate Getting a Task Done Faster Changing Calculation of Task Values Permitting Overtime 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 This guide is one of two titles available for Project 2010 Project 2010 Creating a Basic Project Project 2010 Managing Complexity

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Service Robotics within the Digital Home Ignacio González Alonso,Mercedes Fernández,José M. Maestre,María del Pilar Almudena García Fuente,2011-06-27 This book provides the reader with a clear and precise description of robotics and other systems for home automation currently on the market and discusses their interoperability and perspectives for the near future It shows the different standards and the development platforms used by the main service robots in an international environment This volume provides a scientific basis for the user who is looking for the best option to suit his or her needs from the available alternatives to integrate modern technology in the digital home

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Project 2010 to plan and control their projects in a PMBOK® Guide environment and discover how to gain the most from the software. The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule through resource planning and on to the more advanced features. A chapter is dedicated to the new functions and it outlines the differences from the earlier versions throughout the book. A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK® Guide Fifth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project. The book is packed with screen shots, constructive tips and is suitable as a training course handout for learning the software or as a reference book. The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter. Microsoft Project 2010 is an extensive software update with many new functions and as a result this is a complete rewrite of the author's previous book. It is primarily a Microsoft Project book and has been written for people learning to use Microsoft Project in a project environment applying the PMBOK® Guide Fifth Edition processes. It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK® Guide processes the software will support and which it will not support. Concentrating on the core functions required to plan a project. Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software. Explains some of the important difference between Microsoft Project and other scheduling software. Explains some of the more difficult calculations often omitted in other books. Includes exercises to reinforce the learning outcomes. A large number of screen dumps, numerous tips, a detailed index and command list at the start of each chapter as a quick reference. It has a chapter dedicated to the new functions available in Microsoft Project 2010. About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a Managing Successful Programmes Registered Practitioner. He has worked in the project controls industry for a number of years and has assisted many companies in a range of industries to set up and run project controls systems. His Melbourne Australia based company Eastwood Harris Pty Ltd offers project controls consulting and training services worldwide with a strong focus on Microsoft Project and Primavera software.

SharePoint® 2010 Field Guide Steven Mann, Colin Murphy, Pablo Gazmuri, Chris Carabajal, Christina Wheeler, 2012-02-21 Internet and web 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

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Nancy C. Muir, 2010-05-10 A friendly reference guide to Microsoft Project the leading enterprise project management software. As project management software Microsoft Project allows you to oversee your business activities effectively. You can manage resources share project info perform modeling and scenario analysis and standardize reporting processes. This easy to understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you. After an introduction to basic project management concepts you'll discover the mechanics of using Project software to create and manage projects. Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates. Microsoft Project allows you to manage resources share project information perform scenario analysis and standardize reporting processes. Offers completely updated coverage of the new Project 2010 which is expected to implement the Office Ribbon. Reviews formatting taskbars gathering and tracking data and working with reports. Addresses using and sharing resources creating templates and managing projects. Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010

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Harris,2005-01-01 Written for Project Management Professionals who wish to learn how to schedule projects in a single project environment with or without Resources This user guide contains screen shots and also constructive tips It assists you in understanding how to use Microsoft Project on your projects that are following the PMBOK registered Guide Processes

Microsoft Project 2010 - Fast Learning Handbook Rosario Rizzo,2014-01-31 A handbook full of pictures 249 images and 193 pages extensively commented using a clear and simple language that will lead to an easy understanding of the main concepts and functionalities which are effectively needed in your daily use of Microsoft Project 2010 As the Fast learning handbook subtitle suggests this handbook goes straight to the heart of the matter and never leads the reader to drift away from which are the key concepts and from how MS Project 2010 works If you have been using for years the previous versions of Project this handbook will help you lose the bad habits you picked up while using this sophisticated program and will suggest the right approach for the future This Microsoft Project 2010 handbook I have written focuses on the main aspects of the most sophisticated software available for handling projects in any area building production finance credit non profit and so on One of the reasons of the appreciation many customers have expressed is due to the fact that this guide aims at teaching how to use these functionalities and it is not an astonishing list of details that is typical of most books about Project have you in mind the 500 or more page books you can see in the bookshops *Project 2010 Project Management* Robert Happy,2010 The ideal on the job reference guide for project managers who use Microsoft Project 2010 This must have guide to using Microsoft Project 2010 is written from a real project manager s perspective and is packed with information you can use on the job The book explores using Project 2010 during phases of project management reveals best practices and walks you through project flow from planning through tracking to closure This valuable book follows the processes defined in the PMBOK Guide Fourth Edition and also provides exam prep for Microsoft s MCTS Project 2010 certification Explains Micr

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