

## MICROSOFT EXCEL

### PRACTICAL EXERCISE 1.1

Using the data given, get the sum of all the figures within the range.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>1</b>		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>TOTAL</b>
<b>2</b>	Breakfast	3,560	3,186	2,952	3,395	3,436	
<b>3</b>	Lunch	20,163	21,416	19,912	19,681	18,628	
<b>4</b>	Bar	9,873	12,172	12,642	12,711	18,846	
<b>5</b>	Snacks	2,405	3,544	2,694	3,120	3,712	
<b>6</b>	<b>TOTALS</b>						

### PRACTICAL EXERCISE 1.2

Enter the data given below into a worksheet.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1</b>	<b>Stationery Supplies Ltd</b>				
<b>2</b>					
<b>3</b>	<b>Date</b>	<b>SalesPerson</b>	<b>Item</b>	<b>Receipt No</b>	<b>Amount</b>
<b>4</b>	21-Nov	Carl	Toys	1238	1,782.10
<b>5</b>	26-Nov	Carl	Stationery	1255	4,853.55
<b>6</b>	26-Nov	Carl	Toys	1395	51.35
<b>7</b>				<b>Carl's Total</b>	
<b>8</b>	21-Nov	John	Cards	1141	91.15
<b>9</b>	24-Nov	John	Books	1982	442.60
<b>10</b>	21-Nov	John	Toys	1885	561.80
<b>11</b>	26-Nov	John	Toys	1875	62.75
<b>12</b>				<b>John's Total</b>	
<b>13</b>	22-Nov	Judy	Books	1032	234.50
<b>14</b>	26-Nov	Judy	Sports goods	1920	472.60
<b>15</b>				<b>Judy's Total</b>	
<b>16</b>	25-Nov	Mary	Toys	1774	364.15
<b>17</b>				<b>Mary's Total</b>	
<b>18</b>	22-Nov	Susan	Electronics	1160	52.95
<b>19</b>	23-Nov	Susan	Cards	1075	81.60
<b>20</b>	23-Nov	Susan	Others	1745	132.95
<b>21</b>	24-Nov	Susan	Sports goods	1662	2,580.10
<b>22</b>				<b>Susan's Total</b>	
<b>23</b>					
<b>24</b>				<b>Grand Total</b>	

- Calculate the totals for each salesperson and get the grand total.
- Format the worksheet as follows:  
Make all the Totals bold, two decimal places, comma, center the title across columns A-E and make it size 16, bold and Italic.
- Put a double border round the whole table and a single line border inside the table.
- Save the worksheet as **Stationery Analysis**.

# Microsoft Project Practical Exercises

**Dawn Wood,Mary Pascarella**

## Microsoft Project Practical Exercises:

**Working Smarter with Microsoft Project** Staci Warne, 2024-11-29 Transform your project outcomes using practical project management techniques and expert tips with this exhaustive guide. Key Features: Take charge of your projects with optimized planning for schedules, resources, and costs. Make smart decisions through data driven insights and real time progress tracking. Leverage AI driven insights with Microsoft Project to streamline tasks and improve decision making for better results. Purchase of the print or Kindle book includes a free PDF eBook. Book Description: Project management is filled with various challenges such as managing unforeseen risks, balancing priorities, and shifting project scopes which can lead to inefficiencies. This definitive guide leverages the author's 25 years of industry experience to take you on a hands on journey to unlock your full potential with Microsoft Project. This book helps you grasp the fundamental aspects of project creation before moving on to more advanced topics covering tracking, maintenance, and collaborative aspects for any project. You'll find out how to track progress, optimize schedules, manage budgets, and customize reports based on business requirements by using easy to follow instructions and illustrations. The book taps into the author's extensive experience as a Microsoft Certified Trainer (MCT) and Project Management Professional (PMP) to provide you with invaluable insights into managing resource overallocations, mastering advanced resource management techniques, and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects. By the end of this Microsoft Project book, you'll be able to create professional project plans, execute projects with confidence, and consistently achieve your desired outcomes. What you will learn: Discover best practices for structuring projects and tasks efficiently. Utilize techniques to build accurate schedules and resource plans. Uncover efficient ways to track progress and make data driven decisions. Implement various strategies to optimize your resource usage and costs. Execute different methods for evaluating projects and managing risks. Perform customized reporting for enhanced insights and decision making. Integrate Microsoft Project with AI powered and other collaboration tools to enhance productivity and streamline teamwork. Who this book is for: This book is for project managers, coordinators, IT professionals, business analysts, entrepreneurs, trainers, instructors, and students who want to plan and manage projects efficiently using Microsoft Project. It's also ideal for trainers and project managers looking to train others in how to use Microsoft Project. Basic familiarity with project management concepts will be helpful but it's not a prerequisite.

*Using Microsoft Project 2002* Tim Pyron, 2002 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.

**Microsoft Project for Windows 95 Step by Step** Catapult, Inc, 1995 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.

**Microsoft Project 2000 Step by Step Courseware**

**Expert Skills Class Pack** Carl S. Chatfield, Timothy Johnson, Rebecca Chatfield, Carl Chatfield, 2000-11-29 This exclusive travel guide guides the visitor through the most incredible activities to be found in Shanghai savour the food of world class chefs in Asia's most romantic two seater salon eat at the best holes in the walls and discover local street food haunts find the best tailors and quality cashmere satins and brocades by the yard expert

### **PRINCE2 2009 Planning and Control Using Microsoft Project 2010**

Paul E. Harris, 2010 This book is primarily a Microsoft Project book and designed to teach project management professionals who understand the PRINCE2™ methodology to use Microsoft Project to plan and control PRINCE2™ projects. It identifies which PRINCE2™ processes may be handled with Microsoft Project 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 Project with a logical presentation of the tool in the context of a PRINCE2 project scenario

### Learning

**Microsoft Project 2019** Srikanth Shirodkar, 2020-09-11 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     **Planning and Scheduling Using Microsoft Office Project 2007** Paul E. Harris,2007  
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     **PRINCE2 Planning and Control Using**  
**Microsoft Project** Paul E. Harris,2007 Annotation A user guide written for Project Management Professionals in any  
industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project  
Management Methodology and discover how to get the most out of the software up to an intermediate level using Standard  
or Professional versions     [Planning and Control Using Microsoft Project and PMBOK® Guide Third Edition](#) Paul E.  
Harris,2007 Aimed at Project Management Professionals who understand the PMBOK registered Guide Third Edition  
processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered  
environment this user guide and training manual helps them discover how to gain the most from the software     [Microsoft](#)  
[Project 2016 B. A. S. I. C. S.](#) Yolanda Reed,2017-09-30 There's a better way to learn the world's premier scheduling solution  
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Lewis,Carl Chatfield,Timothy Johnson,2019-04-23 The quick way to learn Microsoft Project 2019 This is learning made easy  
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student can learn and master the skill     **Microsoft Project Version 2002 Step by Step** Carl S. Chatfield,Timothy

Johnson,2002 Experience learning made easy and quickly teach yourself how to lead projects to success with Microsoft Project 2002 With STEP BY STEP you can take just the lessons you need or work from cover to cover Either way you drive the instruction building and practicing the skills you need just when you need them Develop a project plan with tasks resources and assignments Master the tools for presenting your plan and creating reports Track progress and costs and make real time adjustments Learn techniques for managing multiple projects and dependencies Collaborate using Microsoft Project Server and Microsoft Project Web Access Prepare for the Microsoft Office User Specialist MOS exam Plus sharpen your project management skills with the quick course in the appendix Project Planning and Control Using Primavera P6 for All Industries Including Versions 4 to 6 Paul E. Harris,2008 A user guide and training manual written for Project Management Professionals who wish to learn how to plan and control projects in an established Primavera P6 and earlier Enterprise versions with or without Resources and Roles Project This book is an update of the authors Primavera Version 5 0 book and contains more chapters including Global Change Multiple Project Scheduling Managing the Enterprise Environment Resource Optimization and Leveling It has been written using the Construction and Engineering version but may be used by any industry and covers Versions 4 to 6 The book is packed with screen shots constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level It covers Primavera Versions from 3 5 onwards and it explains some of the differences from SureTrak P3 Microsoft Project and Asta Powerproject to assist people converting from other products The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment It explains in plain English and in a logical sequence the steps required to create and maintain an unresourced and resourced schedule It tackles some of the more complex aspects of the software that the user manual does not address It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule *Teach Yourself Microsoft Project 2000* Vickey L.

Quinn,2000-04-03 This step by step tutorial gives you the information and visuals you need to quickly master Microsoft's powerful scheduling software You'll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management Find your own solutions to your project planning problems with this proven self teaching method **Managing Projects with Microsoft Project** Gwen Lowery,1994 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 **The National Guide to Educational Credit for Training Programs** American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies Planning and Scheduling Using

Microsoft Project 2002 Paul Eastwood Harris, 2004 The book is designed to teach planners and schedulers in any industry how to set up and use the software in a project environment. It explains in plain English and in a logical sequence the steps required to create and maintain a schedule. It has a chapter dedicated to the new functions available in Microsoft Project 2002 and covers some of the more advanced features of the software. It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using Microsoft Project in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips, and an index.

*Microsoft Project Bible* Jason Taylor, 2024-12-21 Explore the world of project management with Microsoft Project Bible, an essential guide tailored for both newcomers and experienced professionals. This book provides a thorough exploration of Microsoft Project, equipping you with the skills necessary to manage projects efficiently from inception to completion. Overview: In today's fast-paced business environment, effective project management is crucial for success. This book serves as your comprehensive roadmap, guiding you through essential strategies, tools, and techniques that Microsoft Project offers. Whether you're looking to refine your skills or start from scratch, this guide is structured to meet your needs. Key Features:

- Comprehensive Introduction: Begin with foundational principles of project management and understand how Microsoft Project can streamline your processes.
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- Integration with Office 365: Discover how to integrate Microsoft Project with other Office 365 applications like Excel, Teams, and SharePoint. This integration enhances your project management capabilities and fosters a more collaborative environment.
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avoiding pitfalls and implementing best practices in your projects Who This Book Is For Whether you're a student a project manager or simply someone looking to enhance your project management skills Microsoft Project Bible is designed to help you succeed With clear explanations practical exercises and expert advice this book provides the knowledge and confidence you need to excel in project management Transform your approach to managing projects and unlock new levels of success with Microsoft Project Start your journey today and become a proficient project manager who leads teams effectively and delivers outstanding results *Project Management* Ted Klastorin, Gary Mitchell, 2020-08-13 As the number and size of projects continue to increase there is a growing demand for effective project managers Project Management A Risk Management Approach prepares students to successfully navigate the many challenges factors and situations that project managers face Authors Ted Klastorin and Gary Mitchell emphasize the importance of mitigating risk at every stage helping students avoid common pitfalls that lead to project failures compromised schedules or incurred costs Real world examples cases solved problems and practice problems help bring methodologies to life Readers will be equipped with the tools they need to plan schedule and monitor even the most complex projects in a variety of market sectors Included with this title The password protected Instructor Resource Site formally known as SAGE Edge offers access to all text specific resources including a test bank and editable chapter specific PowerPoint slides

## Reviewing **Microsoft Project Practical Exercises**: Unlocking the Spellbinding Force of Linguistics

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Within the pages of "**Microsoft Project Practical Exercises**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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