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Microsoft Project 2013 Guide

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Microsoft Project 2013 Guide:

Project 2013 Absolute Beginner's Guide Brian Kennemer,Sonia Atchison,2013-07-26 Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you ve never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner s guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master today s best project management techniques Use Project 2013 to solve many key project management problems Master Project s revamped interface from Start screen to Backstage Leverage Project 2013 s best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by integrating Project with SharePoint and Office Securely share project data with team participants and stakeholders Improve efficiency by customizing Project s interface to your needs Coherently manage complex project portfolios Extend project management to smartphones tablets and the cloud Brian Kennemer Microsoft MVP for Project and Project Server has worked with Project since 1997 He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years and has helped several Microsoft Partners design and deploy Project Server based systems Sonia Atchison has worked with Microsoft Project since 1999 In 2006 she joined Microsoft s writing team producing extensive help content videos and content for Office com and TechNet

Appendix A: Brief Guide to Microsoft Project 2013 Kathy Schwalbe,2013-05-02 This appendix provides step by step instructions for using Microsoft Project 2013 You can download the free 60 day trial from www.microsoft.com/project See www.intropm.com to access files and other information

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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 *Planning and Control Using Microsoft Project 2013 Or 2016 and PMBOK Guide Fifth Edition* Paul E. Harris,2016-04-20 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2013 or 2016 to plan and control their projects in a PMBK Guide environment and discover how to gain the most from the software The book is designed for users Microsoft Project 2013 or 2016 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 more advanced features There is also a new chapter which introduces the Microsoft Project Server functions 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 **Project 2013 In Depth** Scott Daley,2013-08-14 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

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Table of Contents Microsoft Project 2013 Guide

1. Understanding the eBook Microsoft Project 2013 Guide
 - The Rise of Digital Reading Microsoft Project 2013 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Project 2013 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Project 2013 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Project 2013 Guide
 - Personalized Recommendations
 - Microsoft Project 2013 Guide User Reviews and Ratings
 - Microsoft Project 2013 Guide and Bestseller Lists
5. Accessing Microsoft Project 2013 Guide Free and Paid eBooks
 - Microsoft Project 2013 Guide Public Domain eBooks
 - Microsoft Project 2013 Guide eBook Subscription Services

- Microsoft Project 2013 Guide Budget-Friendly Options
- 6. Navigating Microsoft Project 2013 Guide eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Project 2013 Guide Compatibility with Devices
 - Microsoft Project 2013 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Project 2013 Guide
 - Highlighting and Note-Taking Microsoft Project 2013 Guide
 - Interactive Elements Microsoft Project 2013 Guide
- 8. Staying Engaged with Microsoft Project 2013 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Project 2013 Guide
- 9. Balancing eBooks and Physical Books Microsoft Project 2013 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Project 2013 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Project 2013 Guide
 - Setting Reading Goals Microsoft Project 2013 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Project 2013 Guide
 - Fact-Checking eBook Content of Microsoft Project 2013 Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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