

Microsoft Project 2019

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PRACTICE FILES

Microsoft Project Book

Arthur Tatnall



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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 Microsoft Project 2016 Step by Step Carl Chatfield, Timothy Johnson, 2016-04-08 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 **Microsoft Project for Dummies** Martin Doucette, 1997 Guide to Microsoft's management tool **Microsoft Project Step by Step (covering Project Online Desktop Client)** Cindy M. Lewis, 2022-03-02 The quick way to learn

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