



## Microsoft® Office Project 2007 Step by Step

*Carl Chatfield, Timothy  
Johnson*

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9780735623057  
Publication Date: February 2007

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# Microsoft Office Project 2007 Step By Step

**Dave Gochberg, Rob Stewart**

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Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching to a Different View Unlisted Views Undoing Changes Using Project Guides Entering Task Information in a Sheet Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows Zooming in a View Moving or Copying Items Changing Gantt Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Entering a Cost Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout Previewing and Printing Transferring Data to Other Project Files Also includes List of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for Project 2007 Project 2007 Creating a Basic Project Project 2007 Handling Complexity PCs Just the Steps For Dummies Nancy C. Muir,2009-02-18 If you're looking for step by step instructions for learning a PC PCs Just The Steps For Dummies 2nd Edition has exactly what you need Author Nancy Muir knows how to get PC beginners up to speed in a hurry the fun and easy way No lengthy theory here Just the Steps For Dummies books focus on the steps necessary to accomplish key tasks From the most basic things like turning on your PC and setting the date and time to setting up and using a wireless network you'll find simple steps that lead to great results You learn how to Set up your computer Work with the Start menu Navigate Windows Vista View the contents of a drive with Windows Explorer Create a password Play movies with Windows Media Player Set up your Internet connection Send and receive e mail Browse the Web with Internet Explorer Work with sound and video Set up a wired Ethernet network Troubleshoot problems with hardware Run Windows Update and many more common PC tasks It's easy to find what you want to know because every chapter lists the tasks it covers and the page on which each can be found Tasks are presented with numbered steps and plenty of illustrations that show you what you should be seeing on your screen PCs Just The Steps For Dummies 2nd Edition gets you going with that new PC in no time and it's a great reference to keep handy **Microsoft® Office Project Server 2007: The Complete Reference** Dave Gochberg,Rob Stewart,2008-02-12 Microsoft Office Project Server 2007 is an extremely advanced and dynamic toolset requiring fundamental organizational inspection Rob and Dave provide an equally deep and unique perspective of this powerful solution Daniel T Renier Principal Consultant Milestone Consulting Group Inc **ESSENTIALS OF PROJECT MANAGEMENT** KAMARAJU RAMAKRISHNA,2010-05-24 This comprehensive and well organized book introduces the essential concepts and principles of project management Divided into six parts Part I Introduction Part II Idea Generation and Initiation Part III Project Planning Part IV Project Implementation Part V Project Closeout and Part VI Special Topics the book gives an in-depth analysis of the various aspects of project management The book clearly explains Work Breakdown

Structure WBS Net Present Value NPV Earned Value Analysis EVA Total Quality Management TQM and Global Warming from the viewpoint of beginners In addition the text deals with special topics such as Public Sector Projects Engineering Projects Maintenance Projects Software Projects and International Projects besides risk and quality of projects The final chapter is devoted to a discussion on Project Management Software Key Features The text is illustrated with large number of figures as well as tables and worked out numerical examples These will help the students in understanding the basic concepts Questions are provided at the end of each part for a better grasp of the topics discussed The effect of project management on safety health and environment has also been analyzed Primarily intended as a text for the students of management the book will also prove very useful for the students of mechanical and civil engineering In addition practising professionals would find the book quite valuable

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## **Table of Contents Microsoft Office Project 2007 Step By Step**

1. Understanding the eBook Microsoft Office Project 2007 Step By Step
  - The Rise of Digital Reading Microsoft Office Project 2007 Step By Step
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Project 2007 Step By Step
  - 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 Office Project 2007 Step By Step
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Project 2007 Step By Step
  - Personalized Recommendations
  - Microsoft Office Project 2007 Step By Step User Reviews and Ratings
  - Microsoft Office Project 2007 Step By Step and Bestseller Lists
5. Accessing Microsoft Office Project 2007 Step By Step Free and Paid eBooks
  - Microsoft Office Project 2007 Step By Step Public Domain eBooks
  - Microsoft Office Project 2007 Step By Step eBook Subscription Services
  - Microsoft Office Project 2007 Step By Step Budget-Friendly Options
6. Navigating Microsoft Office Project 2007 Step By Step eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Office Project 2007 Step By Step Compatibility with Devices
- Microsoft Office Project 2007 Step By Step Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Office Project 2007 Step By Step
- Highlighting and Note-Taking Microsoft Office Project 2007 Step By Step
- Interactive Elements Microsoft Office Project 2007 Step By Step

8. Staying Engaged with Microsoft Office Project 2007 Step By Step

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Office Project 2007 Step By Step

9. Balancing eBooks and Physical Books Microsoft Office Project 2007 Step By Step

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Office Project 2007 Step By Step

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Office Project 2007 Step By Step

- Setting Reading Goals Microsoft Office Project 2007 Step By Step
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Office Project 2007 Step By Step

- Fact-Checking eBook Content of Microsoft Office Project 2007 Step By Step
- 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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