

MS Project 2010 Training

- Vinit Kumar Singh



Microsoft Project 2010 Training Manual

Dedrick A. Smith

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Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project's power tools Customize Project's features and views and transfer info directly between Project and other programs *Basic Microsoft® Project 2010*© Dedrick A. Smith,2013-07-01 **Advanced Microsoft® Project 2010**© Dedrick A. Smith,2012-09-01

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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 2013 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 **BOOK REVIEWS** Project Management tools and standards keep evolving so it is great to see the Paul Harris books are also evolving Paul has been writing these excellent references for some time now but the quality and depth of content just keeps getting better and better There is plenty of information out there in the internet relating to PMBOK and MS Project but none as comprehensive and in depth as this book Covering the PMBOK process steps relating to scheduling it explains both the how and the why when it comes to MS Project Sure you can self teach sure you can trawl the internet discussion forums The smart investment of time and effort is in one of Paul s books They meet the needs of the novice right through to the advanced user helping people plan update and report consistently The book is a guide it is a reference it is a self paced training course it is so much more Martin Vaughan Director Core Consulting Group Melbourne AU 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 *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 **Planning and Scheduling Using Microsoft® Project 2010** Paul E Harris,2013 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 Microsoft r 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 designed to teach project management professionals how to use the software in a project environment This publication was written so it may be used as A training manual or A self teach book or A user guide The book stays focused on the information required to create and update a schedule with or without resources using Microsoft r Project 2010 by Concentrating on the core functions required

to plan and control a project Keeping the information relevant to each topic in the appropriate chapter Providing a quick reference at the start of each chapter listing the chapter topics Providing a comprehensive index of all topics The book is aimed at Project managers and schedulers who wish learn the software however are unable to attend a training course or require a reference book Project management companies in industries such as building construction oil gas software development government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software Training organizations who require a training manual to run their own courses About the Author Paul Harris holds an Honours Degree in Civil Engineering obtained in the UK and is a Certified Cost Engineer through AACE International a certified PRINCE2 practitioner and Approved PRINCE2 Trainer 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 with a strong focus on Microsoft and Primavera softw **Microsoft Project 2010 Step by Step** Carl S. Chatfield,Timothy D. Johnson,2010 Microsoft Project 2010 offers flexibility and choice for individuals teams and the enterprise to effectively manage all types of work from simple tasks to complex projects and programs **Planning and**

Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition Paul Eastwood 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,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 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 Starting a New Project Setting the Project Start Date Describing a Project Switching to a Different View Switching to an Unlisted View Undoing Changes Entering Task Information in a Sheet Entering or Changing a Task Duration Using Automatic Scheduling Sequencing All Tasks Quickly Unlinking Tasks Changing Data in One More Rows Inserting a Task Deleting Rows Zooming in a View Moving or Copying Items Copying Data to Adjacent Cells Changing Gantt Chart Appearance Reviewing SmartTags Setting the Calendar Creating a New Group Calendar Entering a Resource Entering a Cost Resource Entering a Consumable Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Showing Planned vs Actual in the Gantt Chart Displaying the Project s Statistics Changing the Progress of a Single Task Changing Progress of Several Tasks Setting Up a Printout Previewing a View Printing a View Previewing or Printing a Report Transferring Data to Other Project Files 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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work **What's New Study Guide Microsoft Project 2010 EU Edition** Gary Chefetz,Dale Howard,2010-10-01

Planning and Control Using Microsoft Project 2010 and PMBOK Guide Fifth Edition Paul E. Harris,2014-07-01

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Daily Graphic Ransford Tetteh,2011-02-15 **Microsoft Project 2010 - Fast**

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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 [Microsoft Project 2010](#) Bonnie Biafore,2010 [Making Effective Business Decisions Using Microsoft Project](#) Advisicon,Tim Runcie,Doc Dochtermann,2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project

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