

MICROSOFT EXCEL

PRACTICAL EXERCISE 1.1

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

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

PRACTICAL EXERCISE 1.2

Enter the data given below into a worksheet.

| | A | B | C | D | E |
|----|-------------------------|-------------|--------------|---------------|----------|
| 1 | Stationery Supplies Ltd | | | | |
| 2 | | | | | |
| 3 | Date | SalesPerson | Item | Receipt No | Amount |
| 4 | 21-Nov | Carl | Toys | 1238 | 1,782.10 |
| 5 | 26-Nov | Carl | Stationery | 1255 | 4,853.55 |
| 6 | 26-Nov | Carl | Toys | 1395 | 51.35 |
| 7 | | | | Carl's Total | |
| 8 | 21-Nov | John | Cards | 1141 | 91.15 |
| 9 | 24-Nov | John | Books | 1982 | 442.60 |
| 10 | 21-Nov | John | Toys | 1885 | 561.50 |
| 11 | 26-Nov | John | Toys | 1875 | 62.75 |
| 12 | | | | John's Total | |
| 13 | 22-Nov | Judy | Books | 1032 | 234.50 |
| 14 | 26-Nov | Judy | Sports goods | 1920 | 472.60 |
| 15 | | | | Judy's Total | |
| 16 | 25-Nov | Mary | Toys | 1774 | 364.15 |
| 17 | | | | Mary's Total | |
| 18 | 22-Nov | Susan | Electronics | 1160 | 52.95 |
| 19 | 23-Nov | Susan | Cards | 1075 | 81.60 |
| 20 | 23-Nov | Susan | Others | 1745 | 132.95 |
| 21 | 24-Nov | Susan | Sports goods | 1662 | 2,580.10 |
| 22 | | | | Susan's Total | |
| 23 | | | | | |
| 24 | | | | Grand Total | |

- 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

American Council on Education



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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 PRINCE2TM methodology to use Microsoft r Project to plan and control PRINCE2 TM projects It identifies which PRINCE2 TM processes may be handled with Microsoft Project r 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 r 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 FeaturesExplore various algorithms and the latest features of MS Project to organize and keep track of your projectsUnderstand Work Breakdown Structure WBS to improve productivityApply real world best practices and discover the tips tricks and pitfalls of schedule managementBook 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 learnCreate efficient project plans using Microsoft Project 2019Get to grips with resolving complex issues related to time budget and resource allocationUnderstand how to create automated dynamic reportsIdentify and protect the critical path in your project and mitigate project risksBecome well versed with executing Agile projects using MS ProjectUnderstand how to create custom reports and make them available for future projectsWho 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 *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 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 **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 Whether you re managing a construction project deploying new software or launching a start up this learn by doing guide will help you build a reliable schedule in a few basic steps Learn from a Microsoft Certified Professional with 20 years of project management experience and over 10 years of teaching experience You ll learn to initialize a project create a task based schedule manage resources and assignments track and analyze a project and communicate project information You ll also learn key skills measured by Microsoft Project Exam 74 343 This book includes over 100 images practice exercises and a companion website mspbasics.com to check your answers This book can also be used as a workbook for the 6 hour Microsoft Project 2016 B A S I C S and Beyond course now streaming on Vimeo **Essentials Microsoft Project 2003** Dawn Wood,Mary Pascarella,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Learn the Skills of Office 2003 Information is broken down into bite sized pieces so the student can learn and master the skill **Microsoft Project 2019 Step by Step** Cindy M. Lewis,Carl Chatfield,Timothy Johnson,2019-04-23 The quick way to learn Microsoft Project 2019 This is learning made easy Get more done quickly with Microsoft Project 2019 Jump in wherever you need answers brisk lessons and informative screenshots show you exactly what to do step by step Other Project users will want to grab this book as well Quickly start new plans build task lists and assign resources View resource capacity and track progress Capture and fine tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects and share resources across plans Manage modern Agile projects James Mills Jr contributor Customize Project to maximize your efficiency Leverage improvements to task linking timelines and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need Microsoft Project Version 2002 Step by Step Carl S. Chatfield,Timothy Johnson,2002

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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 form 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

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

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

Planning and Scheduling Using Microsoft

Project 2002 Paul Eastwood Harris,2004 The book is designed to teach planners and schedulers in any industry how 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 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

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

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