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Eric Verzuh



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Microsoft Project 2013: The Missing Manual Bonnie Biafore,2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive *Microsoft Project 2013 Quick Reference Guide* Beezix,2013-02-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2013 The following topics are covered Setting the Project Start Date Describing a Project Switching to a Different View Switching to Unlisted Views Undoing Changes Entering Task Information in a Sheet Entering or Changing Task Duration Using Automatic Scheduling Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting a Task Clearing or Deleting Rows Zooming in a View Moving or Copying Rows Copying Data to Adjacent Cells Changing Gantt Chart Appearance Viewing the Task Path Safeguarding Project Files 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 Project Statistics Recording Actual Progress of Tasks Setting up the Printout Previewing and Printing Printing Reports Transferring Data to Other Project Files Also includes a list of Selection and Movement Shortcuts **Dynamic Scheduling® With Microsoft® Project 2013** Rodolfo Ambriz,Mario Landa,2014-10-21

More than a how to book *Dynamic Scheduling With Microsoft Project 2013* takes you on a journey from concepts through frameworks and processes and then unleashes the power of Project 2013 Easy to use the book lays out a solid foundation and the authors masterfully walk you through basic functionality and all the new bells and whistles Enjoy the ride Scott G Fass PMP Strategy Operations and PPM Executive Microsoft Project 2013 is a powerful software tool and like all tools it requires knowledge and skill to be used to its maximum potential This fully revised new edition provides users with everything they will need to more easily and effectively manage projects to a successful conclusion Designed for the busy practicing project manager *Dynamic Scheduling With Microsoft Project 2013* will help you get up to speed quickly with the new and enhanced features of Project 2013 including Project Pro for Office 365 and enable you to create effective schedules using best practices tips tricks and step by step instruction Through the use of helpful screenshots hands on exercises illustrations and review questions this guide instructs you on how to build dynamic schedules that will allow you to explore what if scenarios and dramatically decrease the time you spend making static schedule changes A must read reread and use daily for all project managers is what PMI s Project Management Journal had to say about previous editions This updated version is even better

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