



Microsoft® Office Project 2007 Step by Step

*Carl Chatfield, Timothy
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Curtis Frye



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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

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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

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