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# Microsoft Project 2013 Guide

**Dale Howard, Gary Chefetz, Rodney  
Walker**

## **Microsoft Project 2013 Guide:**

*Project 2013 Absolute Beginner's Guide* Brian Kennemer,Sonia Atchison,2013-07-26 Make the most of Project 2013 without becoming a technical expert This book is the fastest way to take control of Project 2013 and use it to efficiently manage every phase of your project from up front planning through project completion and post mortems Even if you've never used Microsoft Project before this book will show you how to do what you want one incredibly clear and easy step at a time Project 2013 has never ever been this simple Who knew how simple Project 2013 could be This is the easiest most practical beginner's guide to running real projects with Project 2013 simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Master today's best project management techniques Use Project 2013 to solve many key project management problems Master Project's revamped interface from Start screen to Backstage Leverage Project 2013's best new features in your day to day work Get comfortable with the Project Window and its powerful views Set up realistic project schedules and calendars Add new tasks dependencies and resources Create budgets track costs and quickly resolve cost overruns Smoothly reflect changes in your project Report on progress from completed work to anticipated finish dates Strengthen decision making with dashboards plans and timelines Streamline processes by integrating Project with SharePoint and Office Securely share project data with team participants and stakeholders Improve efficiency by customizing Project's interface to your needs Coherently manage complex project portfolios Extend project management to smartphones tablets and the cloud Brian Kennemer Microsoft MVP for Project and Project Server has worked with Project since 1997 He served on the Microsoft Consulting Services Global Enterprise Project Management team for five years and has helped several Microsoft Partners design and deploy Project Server based systems Sonia Atchison has worked with Microsoft Project since 1999 In 2006 she joined Microsoft's writing team producing extensive help content videos and content for Office.com and TechNet

**Appendix A: Brief Guide to Microsoft Project 2013** Kathy Schwalbe,2013-05-02 This appendix provides step by step instructions for using Microsoft Project 2013 You can download the free 60 day trial from [www.microsoft.com/project](http://www.microsoft.com/project) See [www.intropm.com](http://www.intropm.com) to access files and other information

**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](#) Eric Verzuh,2015-01-31 [Microsoft Project 2013 Quick Guide for Beginners](#) Kugan

Panchadsaram,2013-01-01 [Project Management Using Microsoft Project 2013](#) Gus Cicala,2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective It is also an excellent preparation guide for Microsoft Exam 74 343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 1993 Prior to the release of Microsoft Project 2013 we were surprised to find that there were no hands on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application This guide has been created to serve as that comprehensive reference and training guide assembling content and best practices honed over many years of Microsoft Project and general project management training Many training guides on technology are primarily manuals on features and functions of the software The goal of this book is to show why those features and functions are important from a project management standpoint based on PMI s Project Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to cover this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project The information in this book was selected based on our 20 years of project management and Microsoft Project consulting experience and covers Microsoft Project 2013 Standard Microsoft Project 2013 Professional Microsoft Project Server 2013 Microsoft Project Web Application 2013 PWA and Microsoft Project Online 2013 for Office 365 [Ultimate Study Guide: Foundations Microsoft Project 2013](#) Dale Howard,Gary Chefetz,Rodney Walker,2013-05-07 Use this self paced study guide to learn Microsoft Project 2013 by working through real world scheduling scenarios Download the practice files and follow the hands on lessons to master the mysteries of the Project 2013 scheduling engine This book is for beginners and novice users who want to solidify their skills or study for the 74 343 certification exam Managing Projects with Microsoft Project 2013 Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best practice recommendations side notes and warnings to help you succeed [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

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**Projects Using Microsoft Project 2013** Gus Cicala,2013-10-18 This training and reference guide will provide an overview  
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show why those features and functions are important from a project management standpoint based on PMI s Project  
Management Body of Knowledge PMBOK and then demonstrate how to effectively leverage that value When used cover to  
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**What's New Microsoft Project 2013** Dale A. Howard,Gary L. Chefetz,2013-04-21 Teach yourself how to use the new  
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command of the powerful new reporting features and explore the deep integration with SharePoint task lists and how to use Project 2013 with Office 365 This book applies to Project Pro 2013 obtained through an Office 365 subscription as well as both Project Professional 2013 and Project Standard 2013 The acclaimed learning authority Ultimate Study Guide

Foundations Microsoft Project 2013 also includes content from this book *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 **Project 2013 For Dummies** Cynthia Snyder

Stackpole,2013-04-12 An easy to understand guide to the latest version of Microsoft's enterprise project management software Project 2013 If you've never used project management software before or if you're just getting up to speed on the new features in Project 2013 this is the book for you With this easy to understand guide you have a completely updated resource that covers the latest changes and newest enhancements to Project 2013 and shows you how to make Project 2013 work for you After an introduction to basic project management concepts you'll discover the mechanics of using Project software to create and manage projects Other topics covered include working with calendars using and sharing resources budgeting formatting taskbars gathering and tracking data working with reports and creating templates Shows you how to manage resources share project information perform scenario analysis and standardize reporting processes Presents completely updated coverage of the new Project 2013 Reviews formatting taskbars gathering and tracking data and working with reports Addresses using and sharing resources creating templates and managing projects Take charge of your next project and ensure its success with a little help from Project 2013 For Dummies

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**Microsoft Project 2007: The Missing Manual** Bonnie Biafore,2007-08-17

Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution

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Harris,2019-02-15 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Sixth Edition processes and wish to learn how to use Microsoft Office Project 2013 2016 or 2019 to plan and control their projects in a PMBOK Guide environment and discover how to gain the most from the software The book is designed for users Microsoft Project 2013 2016 or 2019 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 more advanced features There is also a new chapter which introduces the Microsoft Project Server functions A Microsoft Project user guide and training manual written for Project Management Professionals following the PMBOK Guide Sixth 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 Primarily a Microsoft Project book it has been written for people learning to use Microsoft Project in a project environment applying the PMBOK R Guide Sixth Edition processes It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by Explaining which PMBOK Guide processes the software will support and which it will not support Concentrating on the core functions required to plan a project Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software Explains some of the important difference between Microsoft Project and other scheduling software Explains some of the more difficult calculations often omitted in other books Includes exercises to reinforce the learning outcomes a large number of screen dumps numerous tips a detailed index and command list at the start of each chapter as a quick reference It has a chapter dedicated to the new functions available in Microsoft Project 2010 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 Control Using Microsoft Project 2013 Or**

**2016 and PMBOK Guide Fifth Edition** Paul E. Harris, 2016-04-20 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK Guide Fifth Edition processes and wish to learn how to use Microsoft Office Project 2013 or 2016 to plan and control their projects in a PMBK Guide environment and discover how to gain the most from the software The book is designed for users Microsoft Project 2013 or 2016 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 more advanced features There is also a new chapter which introduces the Microsoft Project Server functions A 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 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

### **Project 2013 In Depth** Scott Daley, 2013-08-14

Do more in less time This book s packed with intensely useful Project 2013 knowledge tips and shortcuts you just won t find anywhere else It s the fastest best way to master every phase of project management with Project 2013 initiation planning scheduling resource assignments tracking revision completion and more You ll get comfortable with Project 2013 s most valuable new features master powerful new cloud based tools for running your projects even learn to manage complex project portfolios for your entire organization Discover what s new in Project 2013 and get started with new projects fast Apply project management best practices through Project 2013 Initiate plan and organize projects to maximize your odds of success Create realistic schedules for your project and all your team members Define task logic to intelligently link sequences of activities Identify and eliminate bottlenecks before they interfere with your project Use Project s automated scheduling engine to optimize efficiency Review and tweak your schedule using views tables filters and groups Track your project s progress and analyze your performance to date Adjust resources tasks and schedules to reflect project changes Officially close your project and evaluate it via Lessons Learned analyses or Earned Value tracking Tailor Project 2013 to your individual and organizational needs Leverage Project 2013 s powerful cloud based collaboration features Customize reports including Project 2013 s advanced Visual Reports Work with multiple projects at once and resolve complex resource allocation problems Integrate Project 2013 with other Microsoft Office and third party applications All In Depth books offer

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