Microsoft Project 2013 Guide

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.

Learning Microsoft Project 2019 takes you through using MS Project in every stage of project management, including initiation, planning, execution, control, and closure. With the help of detailed hands-on explanations and examples, you'll learn how Work Breakdown Structure can help you achieve a higher success rate.

Part of a series of specialized guides on System Center - this book shares real-world expertise for using Configuration Manager capabilities to deliver more effective IT services. Series editor Mitch Tulloch and a team of System Center experts provide concise technical guidance as they step you through key deployment and management scenarios.

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.

All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with

a solid understanding of the software. Microsoft® Project 2019 is a minor update of Microsoft® Project 2016 and therefore this book covers versions 2013, 2016 and 2019. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013 and 2016. It has revised workshops and incudes the new functions of Microsoft Project 2016. 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® Project 2013, 2016 and 2019 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. This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. It

draws on the author's practical experience in using the software 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. This book is principally a Microsoft(R) Project book aimed at Project Management Professionals who understand the PMBOK(R) Guide Sixth Edition processes and wish to learn how to use Microsoft Office Project 2013 or 2016 to plan and control their projects in a PMBOK(R) Guide environment and discover how to gain the most from the software.

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

The core concepts and technologies of Windows networking Networking can be a complex topic, especially for those new to the field of IT. This focused, full-color book

takes a unique approach to teaching Windows networking to beginners by stripping down a network to its bare basics, thereby making each topic clear and easy to understand. Focusing on the new Microsoft Technology Associate (MTA) program, this book pares down to just the essentials, showing beginners how to gain a solid foundation for understanding networking concepts upon which more advanced topics and technologies can be built. This straightforward guide begins each chapter by laying out a list of topics to be discussed, followed by a concise discussion of the core networking skills you need to have to gain a strong handle on the subject matter. Chapters conclude with review questions and suggested labs so you can measure your level of understanding of the chapter's content. Serves as an ideal resource for gaining a solid understanding of fundamental networking concepts and skills Offers a straightforward and direct approach to networking basics and covers network management tools, TCP/IP, the name resolution process, and network protocols and topologies Reviews all the topics you need to know for taking the MTA 98-366 exam Provides an overview of networking components, discusses connecting computers to a network, and looks at connecting networks with routers If you're new to IT and interested in entering the IT workforce, then Microsoft Windows Networking Essentials is essential reading.

Equip current and future user-support professionals with the critical people skills and exceptional technical knowledge necessary to provide outstanding support

with Beisse's A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS, 6E. This useful guide focuses on the informational resources and technical tools students need most to function effectively in a support position. Readers develop the skills to handle troubleshooting and problem solving, successfully communicate with clients, determine a client's specific needs, and train end-users, as well as handle budgeting and other management priorities. Clear, balanced coverage in this edition highlights the latest trends and developments, from Web and e-mail-based support to assistance with Windows 7 and cloud computing. Engaging special features, such as Tips and On the Web Pointers, provide important insights, while new Discussion Questions and Case Projects encourage active participation in the learning process. Leading professional software HelpSTAR and Microsoft Office Project Professional 2010 accompany Beisse's A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS, 6E to reinforce the knowledge and skills your students need for success in today's user-support positions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A guide to the project management tool covers such topics as estimating work

time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

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.

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.

This text updates Appendix A for Project 2016 versus 213. The other chapters and pagination are the same as the original fifth edition. Based on user feedback, the fifth edition of An Introduction to Project Management provides a separate chapter for planning integration and scope management and for planning time and cost management. Additional examples are provided for creating work breakdown structures and schedules. It also includes information on Basecamp, a free web-based project management tool, along with a user guide. In addition to updating many references and examples, this edition continues to include several popular features: - Follows the Project Management Institute's PMBOK(r) Guide, Fifth Edition (2013) - Has chapters for each process group and a comprehensive case study to illustrate applying tools and techniques throughout

the project life cycle - Includes a Guide for using Microsoft Project - Provides a free trial of MatchWare's MindView Business software (www.matchware.com/intropm), a tool for creating mind maps, Gantt charts, and other project documents - Uses real-world examples and references, including opening cases and case wrap-ups, examples of what went right, what went wrong, media snapshots, best practices, and video highlights in each chapter - End of chapter materials include chapter summaries, quick quizzes, discussion questions, and exercises, with case studies provided in Appendix C -Comprehensive, secure instructor site available with lecture slides, solution files, test banks, etc. -Free Web site includes over fifty template files, online quizzes and games, data files for Microsoft Project, and much more. Visit the free companion Web site at www.intropm.com.

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.

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.

This Microsoft Project 2013 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Project 2013 text is designed to re-enforce workforce skills. With this book students learn to manage project resources, task assignments and scheduling. They will also learn about the integration and tracking of multiple projects and programs. Skills mastery of Project 2013 can help students with classwork and differentiate job hunters in todays competitive job market. Annotation The casual users _Survival Guide_! Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions. Quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. Demonstrates how the software ticks and

explains some tricks that may be used to become more productive with the software and generate better schedules.

The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need

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.

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.See www.intropm to access files and other information.

A leading innovation scholar explains the growing phenomenon and impact of free innovation, in which innovations developed by consumers and given away "for free." In this book, Eric von Hippel, author of the influential Democratizing Innovation, integrates new theory and research findings into the framework of a "free innovation paradigm."

Free innovation, as he defines it, involves innovations developed by consumers who are self-rewarded for their efforts, and who give their designs away "for free." It is an inherently simple grassroots innovation process, unencumbered by compensated transactions and intellectual property rights. Free innovation is already widespread in national economies and is steadily increasing in both scale and scope. Today, tens of millions of consumers are collectively spending tens of billions of dollars annually on innovation development. However, because free innovations are developed during consumers' unpaid, discretionary time and are given away rather than sold, their collective impact and value have until very recently been hidden from view. This has caused researchers, governments, and firms to focus too much on the Schumpeterian idea of innovation as a producer-dominated activity. Free innovation has both advantages and drawbacks. Because free innovators are self-rewarded by such factors as personal utility, learning, and fun, they often pioneer new areas before producers see commercial potential. At the same time, because they give away their innovations, free innovators generally have very little incentive to invest in diffusing what they create, which reduces the social value of their efforts. The best solution, von Hippel and his colleagues argue, is a division of labor between free innovators and producers, enabling each to do what they do best. The result will be both increased producer profits and increased social welfare—a gain for all.

"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!

A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book A Mind for Numbers A

Mind for Numbers and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains: • Why sometimes letting your mind wander is an important part of the learning process • How to avoid "rut think" in order to think outside the box • Why having a poor memory can be a good thing • The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written

in plain English. The book is based on the Microsoft Project 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand. This book presents a chronological approach to managing small, medium, and large projects, and is suitable for all majors, including business, engineering, healthcare, and more.

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 the previous edition. This updated version is even better! Key Features Fully aligned with the PMBOK Guide - Fifth Edition, The Practice Standard for Work Breakdown Structures - Second Edition, The Practice Standard for Scheduling - Second Edition, and The Practice Standard for Earned Value Management - Second Edition by the Project Management Institute Validated training material for the new Microsoft Certification Exam 74-343: Managing Projects with Microsoft Project 2013 Captures the best practices and insights that have been gained from thousands of real-life schedules and years of training project managers across all industries WAV offers downloadable exercise files, a glossary of terms, filters to check your own project, an advance topics appendix, and a solutions manual for college professors available from the Web Added Value Download Resource Center at www.jrosspub.com.

Learn the simplest ways to get things done with Microsoft Office 2013 Get the full-color, visual guide that makes learning Microsoft Office 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done with Microsoft Word, Excel, Outlook,

PowerPoint, Access, Publisher, and OneNote. Here's WHAT you'll learn: Navigate with mouse, keyboard, or touch Create documents, reports, databases, and presentations Share your desktop, worksheets, and files Manage your email and organize your calendar Stay connected with online meetings and instant messaging Access your programs and your documents via the cloud Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away

Presents a guide to Office Professional 2013, describing such tasks as creating documents, spreadsheets, and slide presentations; managing email; and organizing notes, covering the Microsoft programs Word, Excel, Access, OneNote, Publisher, Outlook, and PowerPoint.

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® 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: 1. Explaining which PMBOK® Guide processes the software will support and which it will not support. 2. Concentrating on the core functions required to plan a project. 3. Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software. 4. Explains some of the important differences between Microsoft Project and other scheduling software. 5. Explains some of the more difficult calculations often omitted in other books. 6. 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 new chapter introducing Microsoft

Project Server.

Get the full-color, visual guide that makes learning Microsoft Project 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to effectively manage all your projects. Here's WHAT you'll learn: Develop a project plan and schedule resources Pull together your team and plan their assignments Understand dependencies and mitigate risks Stay on top of progress, delays, and costs Make adjustments and updates quickly Communicate with clear, customized reports Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away 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. The easy way to take control of project timelines, resources, budgets, and details Project manager, meet your new assistant! Once you discover Project 2016 you'll be amazed at how efficient and effective the project management process can be. Written by an expert author who knows project management processes backward and forward, this friendly, hands-on guide shows you how to get started, enter tasks and estimate durations, work with resources and costs, fine-tune your schedule, set baselines, collect data, analyze progress, and keep your projects on track. How many times have you heard people in the office mutter under their breath, 'These projects never run on time?' Well, now they can! Project 2016 For Dummies shows you how to use the latest version of Microsoft Project to create realistic project timelines, make the most of available resources, keep on top of all those pesky details, and, finally, complete your project on time

and on budget. Easy! Fully updated to reflect the latest software changes in Microsoft Project 2016 All-new case studies and examples highlight the relevance of key features of Microsoft Project 2016 Exposes the correlation between what project managers do and how Microsoft Project 2016 supports their work Covers working with calendars, using and sharing resources, budgeting, gathering and tracking data, and more If you're a time-pressured project manager looking to make your life—and your projects—easier, Project 2016 For Dummies shows you how to get things done!

"While winning and working large projects can be rewarding, delivering a commensurately large profit on those projects is a trick many consulting firms have yet to master. Fortunately, Managing Profitability delves into the details of generating bottom-line dollars on every project. Harrell astutely notes that profit is a lagging indicator; by the time you've measured it, the project is done! Therefore, savvy consultants will employ the tools and techniques detailed in this book to guide their projects to lucrative margins from start to finish."-David A. Fields, best-selling author of The Executive's Guide to Consultants "A candid look at how organizational issues can impact the profitability of your revenue projects. Susan Harrell provides a useful method for monitoring revenue-generating projects and addressing problems that impact revenue. At last, there

is a way to measure and control projects within Microsoft's Project 2013 solutions."-D. Stone-Marks, MA, Managing Principal at Marks Matters, LLC Managing a revenue-generating project is exceedingly challenging, and when issues occur; they can negatively impact a team's ability to deliver the promised results. Profits are diminished along with the client's faith in your product or service. Regardless of the type of revenue-generating project you currently manage, unexpected problems quickly eat up your profits, and in some cases, cause you to lose money. Managing Profitability Using Microsoft(r) Project 2013: A Project Manager's Guide to Measuring and Controlling Revenue-Generating Projects offers strategic and tactical guidance to project management professionals worldwide. This book specifically focuses on profitability issues, a methodology and system for resolving complex project challenges, and instructions for setting up and using a profitability tool with Microsoft Project 2013. You will learn how to: Measure and track profitability from within the project plan. Set up a time and material project plan. Set up a fixed price project plan. Configure Microsoft Project 2013 to use the Profitability Report Template. Find and fix hidden project problems and trends causing profit losses. By purchasing this book (printed or ebook format), you will receive a complimentary Profitability Report Template upon request that works with Microsoft Project 2013 offerings.

iPad and other ebook readers: Adjusting the text to a smaller font size seems to set the text at its most readable state.

A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

Teach yourself how to use the new features in Microsoft Project 2013 by working the hands-on lessons using the practice files from the book download. Take 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.

Project Management Using Microsoft Project is an all-in-one training guide, textbook, and reference that covers each product of the Microsoft Project 2019 suite.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), and then demonstrate how to

effectively leverage that value through the use of Microsoft Project 2019.This is the third edition of a text that has been well-received by the project management community across 25 different countries since the release of Project 2013. The information in this book was selected based on Project Assistants' 25 years of project management consulting, Microsoft Project training, and managing real-world projects with Microsoft Project.This text is carefully designed to serve as a training guide, textbook, and/or reference guide. Included with the book are hands-on exercises with step-by-step illustrations built from actual Microsoft Project files that can be downloaded from our training webpage. There is a robust index as well as intuitively organized and clearly delineated sections, chapters, and sub-sections for easy reference. Each chapter has a learning-oriented structure with objectives at the beginning and 25-50 questions at the end that reinforce those points of emphasis. We also provide all answer keys and supporting PowerPoint slides for academic instructors upon request. Experience learning made easy—and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you them! Includes downloadable practice files and a companion eBook. Set up your email and social media accounts Send, search, filter, and organize messages Manage one

or more calendars, and share your schedule Help protect your inbox and outbox Create and track tasks, to-do lists, and appointments

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.