

Microsoft Project 98 Step By Step

Working Faster and Smarter — new data entry features, auto filters, view displays, graphics inserts, and \"Indicator\" icon prompts, plus new printing options, make the job go quicker and smoother. Microsoft Project 98 marks a quantum leap forward for this acclaimed software tool. Sharing Project Information—put the program's easier-than-ever importing and exporting, workgroup set-up, and Intranet support features to work. Lowery and Ferrara's remarkable guide goes stride for stride with the new program, incorporating coverage of dozens of new features and enhancements for: Creating and Tracking Projects — explore Microsoft Project 98's new method of calculating task durations and schedules plus its new task scheduling, linking, and tracking features. Managing Projects with Microsoft® Project 98 For Windows™ Gwen Lowery and Rob Ferrara Get the Most out of Your Projects with the Most Successful Project Management Strategies and the World's #1 Project Management Software. Managing Projects with Microsoft Project 98 features a complete new chapter on established electronically-linked workgroups on and off the Web. Managing Resources and Costs Efficiently — the program offers a number of new ways to help you manage money and time, including Task Splitting, Resource Contouring, Multiple and Variable Resource Rates, Resource and Task Usage Views, User-Entered Actual Costs, and more. Now in a totally revised and updated edition of the bestselling classic written for first-time project leaders and experienced business professionals alike, Managing Projects With Microsoft Project 98 offers a masterful combination: a series of success-proven project management strategies in all phases of the process plus an insider's guide to the most powerful and versatile project management software on the market today. ...a world-class projects tutor and a think-of-everything assistant all in one. Enriching Plans Via the Internet — launch your project into cyberspace with the new Web Toolbar, plus options for publishing your plan on the Web and linking Web documents into the plan 5631141ea3

And, as an added bonus, check out the Macmillan Computer Publishing Web site for a complete field dictionary, updates, and much more. New feature icons are included for quick coverage. Learn how to successfully manage resources, set up new projects, and

integrate Microsoft Office 97 suite applications with Project. Ques Special Edition Using Project 98 focuses on the latest features of this dynamic tool-including the improved scheduling engine-taking you to a new level of understanding and mastery. Explore the new features of this powerful tool with Special Edition Using Project 98 from Que. Written by an expert in the field, this comprehensive book provides all the information you need to understand the inner working of Project 98 5631141ea3

You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. You'll wonder how you managed without it. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule, and budget all phases of a project, assign the resources, create essential reports, and monitor your progress 5631141ea3

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-- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. Managing single or multiple projects is tough enough. Starting at the very beginning -- What's a project. Why compound your troubles by tackling the learning curve of a new software program at the same time. Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart
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VBA Programming for Microsoft Office Project 5631141ea3

Develop a project plan with tasks, resources, and assignments Master the tools for presenting your plan and creating reports Track progress and costs—and make real-time adjustments Learn techniques for managing multiple projects and dependencies Collaborate using Microsoft Project Server and Microsoft Project Web Access Prepare for the Microsoft Office User Specialist (MOS) exam Plus, sharpen your project-management skills with the quick course in the appendix. Either way, you drive the instruction—building and practicing the skills you need, just when you need them. With STEP BY STEP, you can take just the lessons you need, or work from cover to cover. Experience learning made easy—and quickly teach yourself how to lead projects to success with Microsoft® Project 2002
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The easy-to-follow lessons include clear objectives and real-world business examples so users can learn exactly what they need to know, at their own speed. Managers can more effectively communicate information throughout their organizations by putting the powerful features of Microsoft Project 98 to work
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"For beginning and advanced developers"--Cover 5631141ea3

This book focuses on finding actual content for your policies and procedures. Best practices book that focuses on the alignment of policies and procedures to the vision, strategy plan, and core processes of an organization 5631141ea3

Garrett discusses the concept of Integrated Project Management (IPM), which is the discipline of ensuring that appropriate practices, tools and techniques are implemented by all parties involved in the outsourcing process. The ever-changing world of outsourcing demands that project managers be adept at team building, meeting management, group-based problem solving and conflict management. Managing Complex Outsourced Projects provides a comprehensive review of what it takes to successfully manage outsourced projects resulting in improved performance and reduced expenses. Author Gregory A. In Managing Complex Outsourced Projects, you'll find more than 400 tips and best practices, over 40 forms and more than 20 case studies that depict how the most successful companies effectively manage outsourced complex projects 5631141ea3

From resource-driven scheduling to chart formatting--no matter what you want out of Microsoft Project, this book will help you get it done. Exploit the power of Microsoft Project 98 to cut costs, get more done with fewer team members, and build a track record of timeliness and reliability 5631141ea3

In Microsoft Project 98 Bible, authors Nancy Stevenson and Elaine Marmel will hone your project management skills by helping you *

- * Establish timing for your project tasks
- * Handle unusual cost situations
- * Use the GanttChartWizard's interactive dialog boxes to format certain aspects of your project
- * Insert drawings and objects in Gantt charts, notes, headers and resource forms. Microsoft Project 98 Bible covers it all, from project management basics and cost assignments to advanced techniques such as Internet applications and custom graphic features.
- * Resolve scheduling conflicts by splitting a task or changing constraints
- * Record time and cost actuals during the course of your project

Microsoft Project 98 Bible also includes a bonus CD-ROM packed with timesaving project templates and high-productivity project management tools like PERT Chart EXPERT, TimeSheet Professional, and Project Kickstart. Whether you're a seasoned project manager or an armchair planner, Microsoft Project 98 Bible, the most sophisticated project management software available, is the essential resource for project scheduling, budgeting, tracking, and troubleshooting 5631141ea3

com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. PCMag. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology 5631141ea3

This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups. It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results. Annotation 5631141ea3

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Guide to Microsoft's management tool 5631141ea3

An affordable, easily scannable one-day training guide designed for use in instructor-led training courses 5631141ea3

In the first book devoted to Microsoft Project VBA, Gill helps professionals get the most from the world's most popular Project Management tool by showing ways to automate away the drudgeries of schedule manipulation, how to vastly enhance reporting capabilities, and to integrate with other Microsoft Office applications 5631141ea3

A guide for beginning users showcases the project management software's newest features while demonstrating how to schedule and track projects, manage budgets, and create customized reports 5631141ea3

New chapters include: Selecting a Nursing Informatics Consultant; Project Management; Consumer Informatics; Data Mining; Education (CME, Patient); Electronic Medical Imaging; Nursing Informatics Competencies; Telehealth and Implications; Business Process Reengineering; Nursing's Role in Telehealth. Since publication of the first edition in 1988, this book has established itself as the premier reference text for nurses, nursing administrators, nursing students, and other health care professionals who seek a state-of-the-art review of the role of IT in the nursing profession. The third edition of this seminal work keeps readers at the forefront of the rapidly evolving field of nursing informatics, examining new trends and thoroughly updating and revising all content 5631141ea3

With this handy guide at your side, you can come in under budget and in plenty of time. This easy-to-read reference helps you harness the power of the project management capabilities of Microsoft Project 2000. You can even plan your deadlines depending on constraining events or costs. Discover to use the vast menu of features in Microsoft Project 2000: scheduling, reporting, resource allocation, workflow management, and project tracking. No-fluff instructions and tips show you to create a plan, build tasks, and outline stages in your plan 5631141ea3

Readers will learn about Resource Contouring, Task Splitting, Cost Rate Tables, and Office 97 integration. Including coverage of new scheduling features, this book is the fastest way to learn Microsoft Project 98 quickly and get up to speed on the critical features users need to update and maintain projects 5631141ea3

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