

Microsoft Office Project 2003 Bible

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Provides a comprehensive guide to managing projects using both the basic and advanced functions of Microsoft Project 2003. Explains how to use Project Server to manage Web-based projects across multiple locations.

Offering three of the best books in the area, this set provides all the

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know-how required to help readers effectively project manage and achieve their desired outcome. The first of the set Field Guide to Project Management features a who's-who roster of expert authors that present practical explanations and advice on all aspects of project management: planning techniques, concepts, paradigms, processes, tools, and techniques. No other volume offers such a wealth of reliable information on project management systems in such a concise, authoritative and accessible format. The second set component provides a comprehensive resource covering the basics as well as advanced topics such as customizing Project, using macros, and importing and exporting information. It also includes coverage of building tasks, using views, modifying the appearance of a project, and resolving scheduling and resource problems, plus new sample projects and a new chapter on using Visual Basic for Applications (VBA) and VBScript with Project The final set component is a CD-ROM that presents a trial of Microsoft Project 2002.

Take control of your projects with this in-depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds, the power of Microsoft Project 2007 and the detailed information in this comprehensive guide can keep you on track. From setting budgets to allocating resources to tracking results, each of the book's seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need. Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks, check progress, and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What's on the CD-ROM? You'll find a wealth of trial versions, demo software, sample

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Are you a visual learner? Do you prefer instructions that show you how to do something -- and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 125 Word 2003 tasks. Each task-based spread includes these great features to get you up and running on Word 2003 in no time: *

- Helpful sidebars that offer practical tips and tricks
- * Succinct explanations that walk you through step by step
- * Full-color screen shots that demonstrate each task
- * Two-page lessons that break big topics into bite-sized modules

Learn How To: *

- Use menus, toolbars, and task panes
- * Work with protected documents
- * Track document changes
- * Format paragraphs and pages
- * Print documents, envelopes, and labels
- * Add graphics and text boxes to documents

Covers the much-anticipated new features of Word 2007, including collaboration tools, XML tags in Word, and the Word 2007 facelift--the first redesigned UI since Office 97 Ideal for users migrating from older versions of Word and who want to get up to speed on the changes in the application Filled with clear, step-by-step screen shots that show readers how to tackle dozens of Word tasks, including new features like the Research Pane, side-by-side

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comparisons, smart tags, and maximizing the benefits of the Task Pane Revised interior design offers readers a more sophisticated look with easier navigation

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. 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. 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. 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

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online collaboration. 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.

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. You'll wonder how you managed without it.

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