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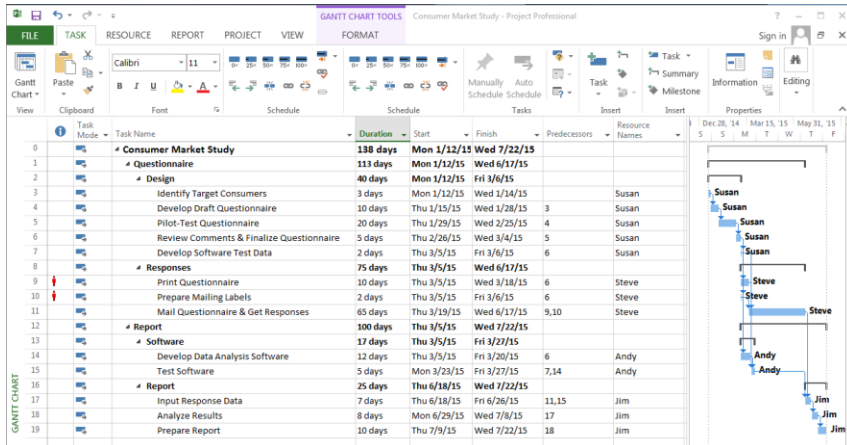
Appendix Microsoft Project

- Most widely used project management software system in the business environment today.
- It is powerful, easy to use, and available at a very reasonable price.
- A free trial version is included with new copies of the text or on the Microsoft website.
- The Gantt Chart View and the Task ribbon are the default view when Microsoft Project is first opened.
- Other views are chosen by clicking on the arrow in the View group on the Task ribbon and selecting the name from the drop down list.
- This second appendix activities are
 - Enter the estimated durations for each task
 - Examine the project schedule
 - Produce a Gantt chart
 - Determine the critical path
 - Set a baseline to help track the project
 - Monitor and control the schedule
 - Edit task information
 - Produce reports

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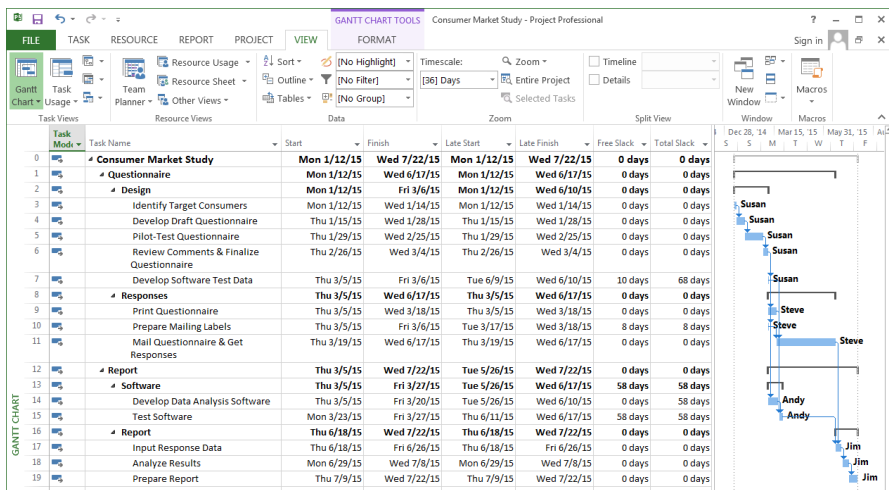
Figure 5A.1 Add Duration Data



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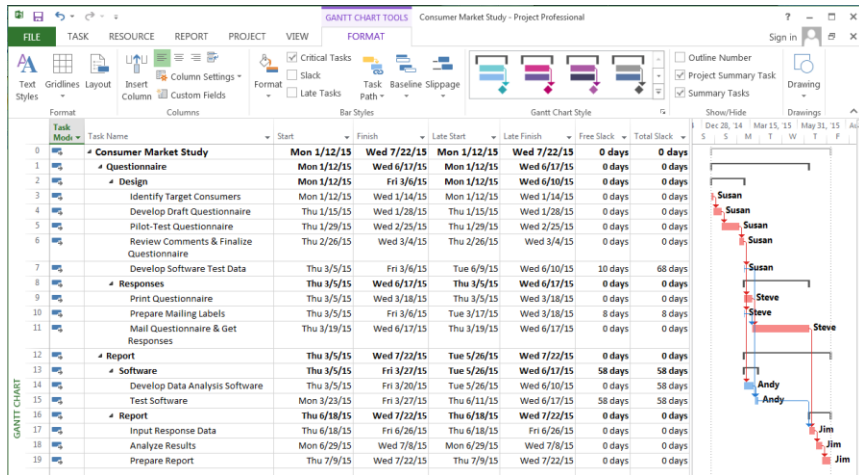


Figure 5A.2 Gantt Chart View/Schedule Table



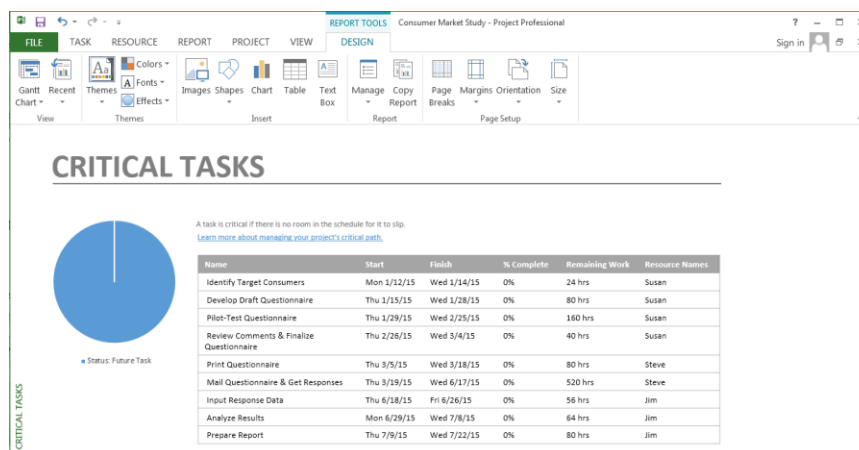
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Figure 5A.3 Gantt Chart with Critical Path



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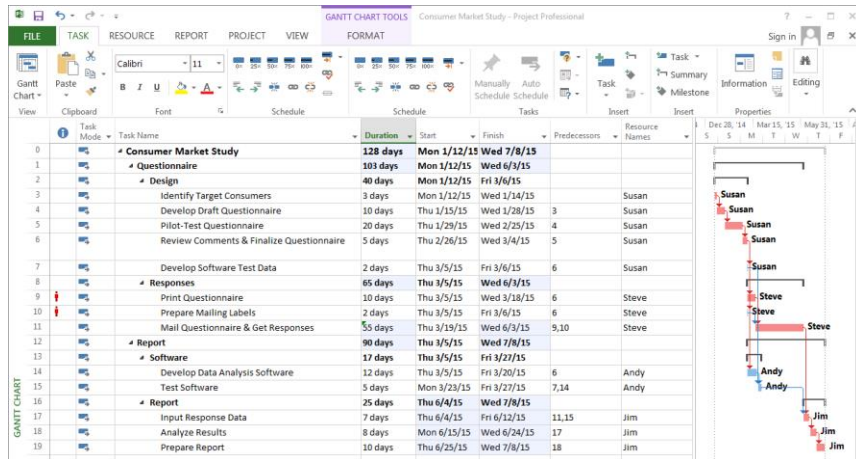
Figure 5A.4 Critical Tasks Report



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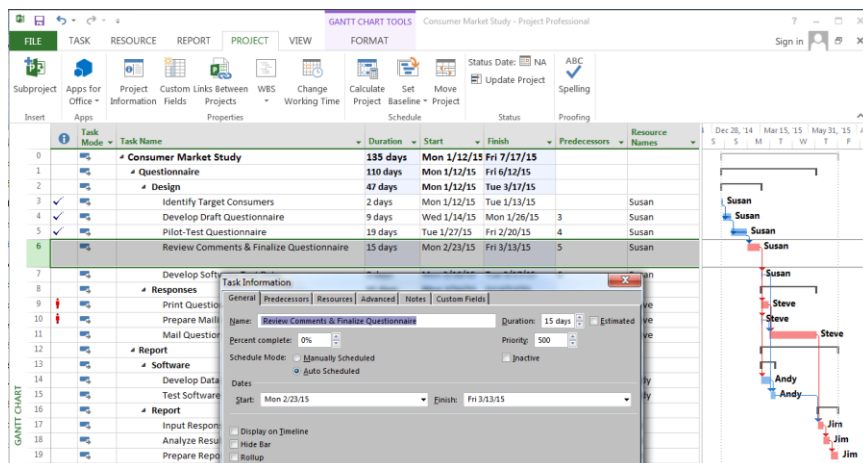
Figure 5A.5 Edit Activity Duration



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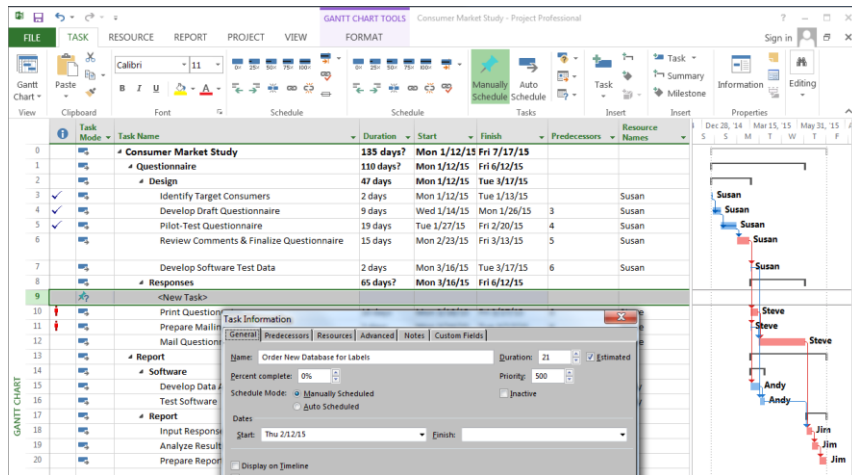
Figure 5A.6 Task Information



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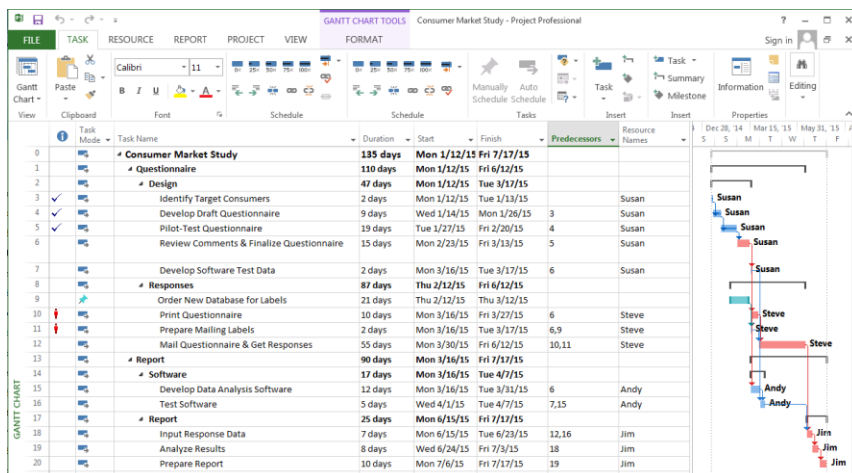
Figure 5A.7 Insert New Manually Scheduled Activity



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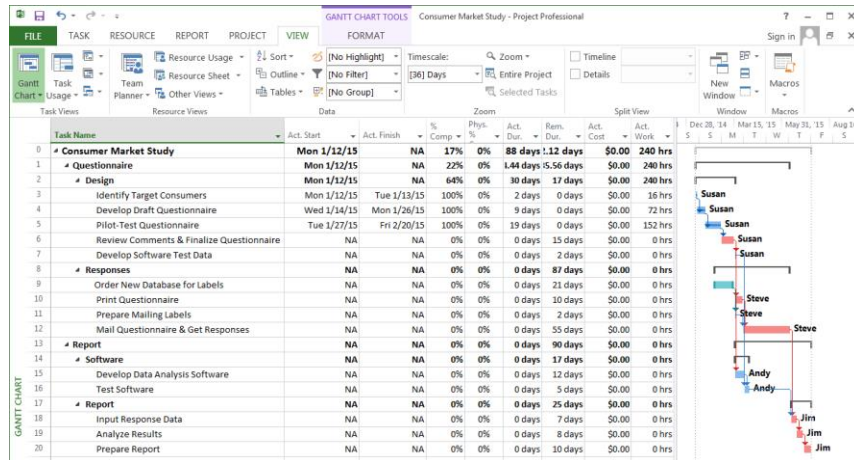


Figure 5A.8 Updated Predecessors



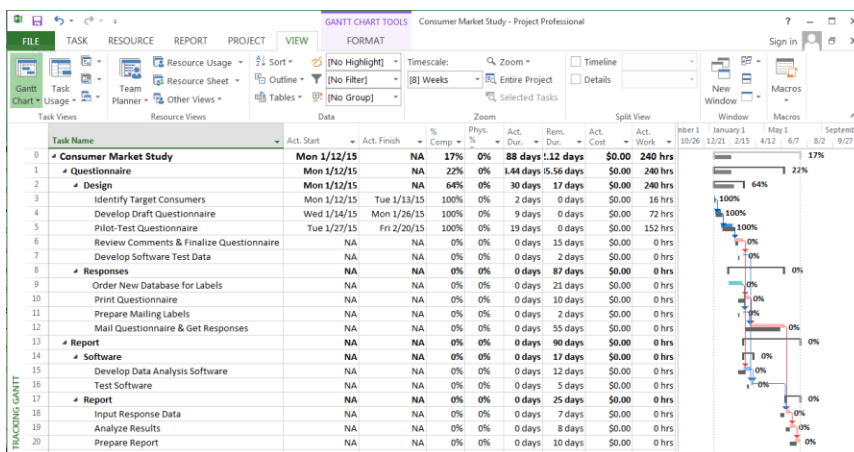
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Figure 5A.9 Tracking Table



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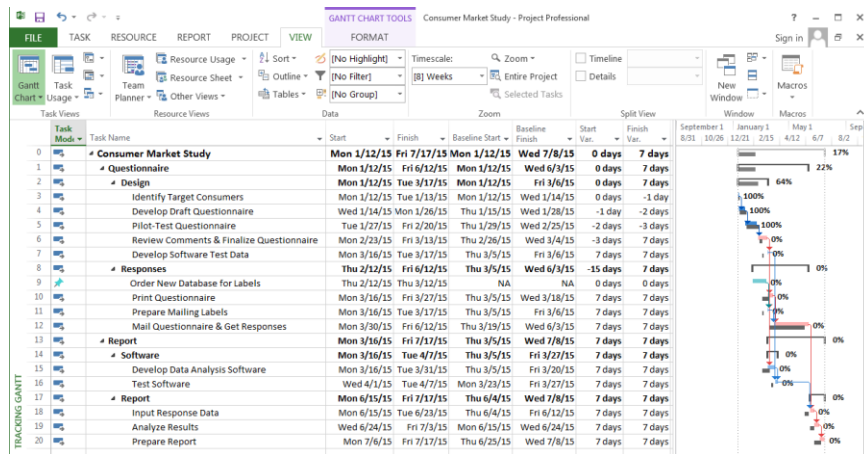
Figure 5A.10 Tracking Gantt



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Figure 5A.11 Variance Table



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