

Microsoft Office Project 2007 Bible



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Wiley India Pvt. Ltd., 2007. Paperback. Book Condition: New. Microsoft Project ?X? Bible shows readers how to use the latest version of Microsoft Project to efficiently manage their projects. This book covers both the professional and standard versions of Microsoft Project. It begins with an overview of project management basics and moves on to show readers how to create a new project, track a project`s progress, and work in groups. It also covers more advanced topics, such as customizing Project, using macros, and importing and exporting information. Other topics include building tasks, using views, modifying the appearance of a project, and resolving scheduling and resource problems. Contents:- Preface Acknowledgments Part I: Project Management Basics Chapter 1: The Nature of Projects Chapter 2: Exploring the Microsoft Project Environment Part II: Getting Your Project Going Chapter 3: Creating a New Project Chapter 4: Building Tasks Chapter 5: Creating Resources and Assigning Costs Part III: Refining Your Project Chapter 6: Understanding the Basics of Views Chapter 7: Using Views to Gain Perspective Chapter 8: Modifying the Appearance of Your Project Chapter 9: Resolving Scheduling Problems Chapter 10: Resolving Resource Problems Part IV: Tracking Your Progress Chapter 11: Understanding Tracking Chapter 12: Recording Actuals Chapter 13: Reporting on Progress Chapter 14: Analyzing Financial Progress Part V: Working in Groups Chapter 15: Coordinating Multiple Projects Outside Project Server Chapter 16: Preparing to Use Project Server Chapter 17: Installing and Configuring Project Server Chapter 18: Project Server and the Administrator Chapter 19: Project Server and the Project/Resource Manager Chapter 20: Project Server and the Day-to-Day User Chapter 21: Project Server and the Executive Part VI: Advanced Microsoft Project Chapter 22: Customizing Microsoft Project Chapter 23: Using Macros to Speed Your Work Chapter 24: Customizing Microsoft Project Using VBA and Active Scripting Chapter 25: Importing and Exporting...



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