



## Microsoft Office Project for Mere Mortals: Solving the Mysteries of Microsoft Office Project (Mixed media product)

By Patti Jansen

Pearson Education (US), United States, 2007. Mixed media product. Book Condition: New. 229 x 178 mm. Language: English . Brand New Book. Microsoft Office Project for Mere Mortals(R) strips away the mysteries of Microsoft Office Project, giving you practical skills, methodologies, and best practices for building schedules and budgets that work. Using the clear, concise, and friendly style that s a hallmark of the For Mere Mortals(R) series, Jansen provides step-by-step instructions for every feature you really need to master, whether you re using Project 2007, 2003, or 2002. You ll learn why Project works as it does, so you can make the best possible decisions about how to use it. Realistic exercises offer extensive hands-on practice, and a start-to-finish case study covers the entire project lifecycle. Jansen shows you how to: \* Scope projects using work breakdown structures and task outlines \* Define projects rapidly with Microsoft Project templates \* Work with milestones, deadline dates, and task information \* Manage resource sharing across multiple projects \* Calculate accurate budgets \* Avoid common scheduling errors and oversights \* Tighten critical paths to reduce work overload and resource overallocation \* Use baselining to track variances, adjust projects on-the-fly, and become a...



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