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**Microsoft Project 2016 Training Manual Classroom in a Book** TeachUcomp 2015-10-27 Complete classroom training manuals for Microsoft Project 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The "File" Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Views 6. Planning a Project Tasks 1. Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Updating Multiple Tasks in a Project 3. Updating Tasks Individually 4. Rescheduling Uncompleted Work Formatting Gantt Chart Views 1. Formatting Text in a Gantt Chart 2. Formatting Gridlines in a Gantt Chart 3. Formatting the Task Bar Layout in a Gantt Chart 4. Formatting Columns in Gantt Charts 5. Applying Bar and Gantt Chart Styles 6. Drawing Objects 7. Formatting Timescale in Gantt Charts 8. Creating Custom Views Other Project Views 1. Using Timeline View 2. Creating Multiple Timelines 3. The Task Usage View 4. The Network Diagram View 5. The Calendar View 6. Printing Views Advanced Task Management 1. Setting Task Lead and Lag Time 2. Using Task Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Paths 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Rates 2. Advanced Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overall Allocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Reporting 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 2. Using the Field List with Report Charts 3. Designing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Setting Report Table Layout Options 8. Modifying Pictures, Text Boxes and Shapes 9. Formatting Text Boxes and Shapes 10. Formatting Report Pictures Visual Reporting 1. Using Visual Reports

*Special Edition Using Microsoft Office Project 2007* PM Quantum 2007-09 Special Edition Using Microsoft Project 2007 is a perfect full-featured guide to Microsoft Project 2007. This book provides a unique, scenario-based approach to learning Microsoft Project 2007. The organization accommodates both the readers looking for specific information as well as readers looking to read the book cover to cover.

**Information Technology Project Management, Revised** Kathy Schwalbe 2013-09-09 Discover exciting behind-the-scenes opportunities and challenges in technology today with Schwalbe's unique INFORMATION TECHNOLOGY PROJECT MANAGEMENT, REVISED 7E. This one-of-a-kind book demonstrates the principles distinctive to managing information technology (IT) projects that extend well beyond standard project management requirements. No book offers more up-to-the-minute insights and software tools for IT project management success, including updates that reflect the latest PMBOK Guide, 5th edition, the global standard for managing projects and earning certification. The book weaves today's theory with successful practices for an understandable, integrated presentation that focuses on the concepts, tools, and techniques that are most effective today. INFORMATION TECHNOLOGY PROJECT MANAGEMENT is the only book to apply all ten project management knowledge areas to IT projects. You master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing. Intriguing examples from familiar companies featured in today's news, a new Agile case, opportunities with MindView software, and a new chapter on project stakeholder management further ensure you are equipped to manage information technology projects with success. The REVISED Seventh Edition has updated Appendix A for Microsoft Project 2013. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

*Project Management Tools and Techniques* Deborah Sater Carstens 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project management requires skill and experience as well as many tools and techniques. Project Management Tools and Techniques: A Practical Guide describes these tools and techniques and how to use them, give

**Microsoft Access 2019 and 365 Training Manual Classroom in a Book** TeachUcomp 2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365. Includes 189 pages and 108 individual topics. Includes practice exercises and keyboard shortcuts. You will learn about creating relational databases from scratch, using fields, field properties, joining and indexing tables, queries, forms, controls, subforms, reports, charting, macros, switchboard and navigation forms, and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The Flat-File Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. Assigning a Primary Key to a Table Using Tables 1. Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Deleting Records in Datasheet View 5. Inserting New Fields 6. Renaming Fields 7. Deleting Fields Field Properties 1. Setting Field Properties 2. The Field Size Property 3. The Format Property for Date/Time Fields 4. The Format Property for Logical Fields 5. Setting Default Values for Fields 6. Setting Input Masks 7. Setting Up Validation Rules and Responses 8. Requiring Field Input 9. Allowing Zero Length Entries Joining Tables 1. The Relationships Window 2. Enforcing Referential Integrity 3. Creating Lookup Fields Indexing Tables 1. Indexes 2. Creating Indexes 3. Deleting Indexes Queries 1. Using the Simple Query Wizard 2. Designing Queries 3. Joining Tables in a Query 4. Adding Criteria to the QBE Grid 5. Running a Query 6. SQL View 7. Sorting Query Results 8. Hiding Fields in a Result Set 9. Using Comparison Operators 10. Using AND and OR Conditions Advanced Queries 1. Using the Between... And Condition 2. Using Wildcard Characters in Queries 3. Creating a Calculated Field 4. Creating Top Value Queries 5. Aggregate Function Queries 6. Parameter Queries Advanced Query Types 1. Make Table Queries 2. Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The Find Duplicates Query 7. Removing Duplicate Records from a Table 8. The Find Unmatched Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating Forms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Grid 8. The Snap to Grid Feature 9. Creating a Form in Design View 10. Modifying Form Sections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls to Fit 5. Nudging Controls 6. Aligning, Spacing, and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls List 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform or Subreport Control Reports 1. Using the Report Wizard 2. Creating Basic Reports 3. Creating a Report in Design View 4. Sorting and Grouping Data in Reports 5. Creating Calculated Fields Subreports 1. Creating Subreports Charting Data 1. Using Charts 2. Insert a Modern Chart Macros 1. Creating a Standalone Macro 2. Assigning Macros to a Command Button 3. Assigning Macros to Events 4. Using Program Flow with Macros 5. Creating Autoexec Macros 6. Creating Data Macros 7. Editing Named Data Macros 8. Renaming and Deleting Named Data Macro Switchboard and Navigation Forms 1. Creating a Switchboard Form 2. Creating a Navigation Form 3. Controlling Startup Behavior Advanced Features 1. Getting External Data 2. Exporting

Data 3. Setting a Database Password Helping Yourself 1. Using Access Help 2. The Tell Me Bar

**PRINCE2 Planning and Control Using Microsoft Project** Paul E. Harris 2007 A user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology, and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions. Chapter 1: Introduction Chapter 2: Creating a Project Schedule Chapter 3: Creating Projects And Setting Up The Software Chapter 4: Navigating Around The Screen Chapter 5: Defining Calendars Chapter 6: Adding Tasks Chapter 7: Organizing Tasks Using Outlining Chapter 8: Formatting The Display Chapter 9: Adding Task Dependencies Chapter 10: Network Diagram View Chapter 11: Constraints Chapter 12: Filters Chapter 13: Views, Tables And Details Chapter 14: Printing And Reports Chapter 15: Tracking Progress Chapter 16: Grouping, Outline Codes And WBS Chapter 17: Options Chapter 18: Creating Resources Chapter 19: Assigning Resources And Costs To Tasks Chapter 20: Resource Histograms, Tables, S-Curves And Leveling Chapter 21: Statusing Projects With Resources Chapter 22: Tools And Techniques For Scheduling Chapter 23: What Is New In Microsoft Project Chapter 24: Items Not Covered In This Book Chapter 25: Appendix 1 - Screens Used To Create Views Chapter 26: Index

**99 Tricks and Traps for Microsoft Project 365 and 2021** Paul E Harris 2022-06-27 The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane. This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 365 and 2021 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

**Project Planning and Control Using Primavera Contractor Version 6. 1** Paul E. Harris 2009 Written for project management professionals who understand how projects are managed and wish to learn how to plan and control projects with or without resources using Primavera Contractor. The spiral bound version will be useful for training courses and for learning the software.

*Microsoft Project 2016 Step by Step* Carl Chatfield 2016-02-25 The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need *Word 2007* Chris Grover 2007 Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

*PRINCE2 Planning and Control Using Microsoft Project* Paul E. Harris 2010 This book is primarily a Microsoft Project user guide written for Project Management Professionals in any industry who wish to learn or improve their skills in Microsoft Office Project 2000 onwards in conjunction with the PRINCE2 Project Management Methodology, and discover how to get the most out of the software up to an intermediate level using Standard or Professional versions.

*Microsoft Project 2007: The Missing Manual* Bonnie Biafore 2007-08-17 Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can help you control these variables -- not be controlled by them. But Project is complex software, and learning it is, well, a project in itself. Get up to speed fast with Microsoft Project 2007: The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions, and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007: The Missing Manual, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use Project to: Define your project and plan your approach Estimate your project, set up a budget, define tasks, and break the work into manageable chunks Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks: "who does what" Refine the project to satisfy objectives by building reality into the schedule, and learn to keep project costs under control Track progress and communicate with team members via reports, information sharing, and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it.

**Microsoft Project 2007** Bonnie Biafore 2007 A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

**PRINCE2 2009 Planning and Control Using Microsoft Project 2010** Paul E. Harris 2010 This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2TM methodology, to use Microsoft(r) Project to plan and control PRINCE2 TM projects. It identifies which PRINCE2 TM processes may be handled with Microsoft Project(r) 2010 and how the software may be effectively used to assist in managing a project. Paul Harris' manual unlocks the power and versatility of Microsoft(r) Project with a logical presentation of the tool in the context of a PRINCE2 project scenario.

**Microsoft Outlook for Lawyers Training Manual Classroom in a Book** TeachUcomp 2020-10-27 Complete classroom training manuals for Microsoft Outlook 2019 for Lawyers. 211 pages and 120 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to effectively manage legal contacts, tasks and digital security. In addition, you'll receive our complete Outlook curriculum. Topics Covered: Getting Acquainted with Outlook 1. The Outlook Environment 2. The Title Bar 3. The Ribbon 4. The Quick Access Toolbar 5. Touch Mode 6. The Navigation Bar, Folder Pane, Reading Pane, and To-Do Bar Making Contacts 1. The People Folder 2. Customizing the Contacts Folder View 3. Creating Contacts 4. Basic Contact Management 5. Printing Contacts 6. Creating Contact Groups 7. Categorizing Contacts 8. Searching for Contacts 9. Calling Contacts 10. Mapping a Contact's Address E-Mail 1. Using the Inbox 2. Changing the Inbox View 3. Message Flags 4. Searching for Messages 5. Creating, Addressing, and Sending Messages 6. Checking Message Spelling 7. Setting Message Options 8. Formatting Messages 9. Using Signatures 10. Replying to Messages 11. Forwarding Messages 12. Sending Attachments 13. Opening Attachments 14. Ignoring Conversations The Sent Items Folder 1. The Sent Items Folder 2. Resending Messages 3. Recalling Messages The Outbox Folder 1. Using the Outbox 2. Using the Drafts Folder Using the Calendar 1. The Calendar Window 2. Switching the Calendar View 3. Navigating the Calendar 4. Appointments, Meetings and Events 5. Manipulating Calendar Objects 6. Setting an Appointment 7. Scheduling a Meeting 8. Checking Meeting Attendance Status 9. Responding to Meeting Requests 10. Scheduling an Event 11. Setting Recurrence 12. Printing the Calendar 13. Teams Meetings in Outlook 14. Meeting Notes Tasks 1. Using Tasks 2. Printing Tasks 3. Creating a Task 4. Setting Task Recurrence 5. Creating a Task Request 6. Responding to Task Requests 7. Sending Status Reports 8. Deleting Tasks Deleted Items 1. The Deleted Items Folder 2. Permanently Deleting Items 3. Recovering Deleted Items 4. Recovering and Purging Permanently Deleted Items Groups 1. Accessing Groups 2. Creating a New Group 3. Adding Members to Groups and Inviting Others 4. Contributing to Groups 5. Managing Files in Groups 6. Accessing the Group Calendar and Notebook 7. Following and Stop Following Groups 8. Leaving Groups 9. Editing, Managing and Deleting Groups The Journal Folder 1. The Journal Folder 2. Switching the Journal View 3. Recording Journal Items 4. Opening Journal Entries and Documents 5. Deleting Journal Items Public Folders 1. Creating Public Folders 2. Setting Permissions 3. Folder Rules 4. Copying Public Folders Personal and Private Folders 1. Creating a Personal Folder 2. Setting AutoArchiving for Folders 3. Creating Private Folders 4. Creating Search Folders 5. One-Click Archiving Notes 1. Creating and Using Notes Advanced Mailbox Options 1. Creating Mailbox Rules 2. Creating Custom Mailbox Views 3. Handling Junk Mail 4. Color Categorizing 5. Advanced Find 6. Mailbox Cleanup Outlook Options 1. Using Shortcuts 2. Adding Additional Profiles 3. Adding Accounts 4. Outlook Options 5. Using Outlook Help Delegates 1. Creating a Delegate 2. Acting as a Delegate 3. Deleting Delegates Security 1. Types of Email Encryption in Outlook 2. Sending Encrypted Email Managing Mail 1. Using Subfolders 2. Using Mailbox Rules to Organize Mail 3. Using Search and Search Folders to Organize Mail 4. Making Mail Easier to Search 5. Managing Reminders 6. Saving Email as PDF 7. Turning Emails into Tasks 8. AutoReply to Email 9. Auto-forward Email 10. Using Quick Parts 11. Using Quick Steps in Outlook 12. Tips to Reduce PST Folder Size 13. Adding Confidentiality Notices 14. Deferring Mail Delivery Legal Contacts 1. Using BCC for Confidentiality with Contact Groups Managing Legal Scheduling 1. Automatically Processing Meeting Requests Managing Tasks 1. Task Tracking vs. Forwarding Email 2. Viewing and Managing Task Times 3. Categorizing Tasks and Managing Views

**Microsoft Project 2007 Bible** Elaine Marmel 2011-06-15 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 projects, and bonus appendixes on the CD-ROM, including Milestones Professional(r) - Advanced formatting, calculation, Web publishing, and reporting features PERT Chart Expert - Create eye-opening PERT chart project plans PlanView(r) Project Portfolio Management - A comprehensive decision-making platform for enterprises WBS Chart Pro - Plan your projects with these graphing tools System Requirements: See the CD-ROM Appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.