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KEY=EDITION - GORDON RHETT

USING MICROSOFT PROJECT 2002

Que Publishing This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project. Topics covered include scheduling tasks effectively and tracking costs.

SPECIAL EDITION USING MICROSOFT ACCESS 2002

Que Publishing Explains how to use the database management program to create custom applications, share data between users, and integrate data with other Microsoft Office applications.

USING MICROSOFT OFFICE OUTLOOK 2003

Que Publishing • •Completely rewritten for Outlook 11 by Outlook MVPs •Both authors are well known in the Outlook community, and have written several articles for TechRepublic, .NET Magazine and the Expert Column at Microsoft s Office User Community. •Detailed coverage on new features and completely overhauled features such as security, user interface, mail, Exchange, VB macros and more.

PLANNING AND CONTROL USING MICROSOFT PROJECT AND PMBOK GUIDE

UPDATED FOR MICROSOFT OFFICE PROJECT 2007

Eastwood Harris Pty Ltd This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK(r) Guide Fourth Edition processes and wish to learn how to use Microsoft

Office Project to plan and control their projects in a PMBOK(r) Guide environment, and discover how to gain the most from the softw

USING MICROSOFT OFFICE PROJECT 2003

Que Publishing By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

MICROSOFT PROJECT RESOURCE GUIDE

CNET Networks Inc. Collection of tips and techniques from IT project experts at TechRepublic to help make the most of Microsoft's project management application. Features and functionlity of Microsoft Project, getting started, beyond the basics. Tools and templates are on the accompanying CD-ROM.

PLANNING AND CONTROL USING MICROSOFT PROJECT AND PMBOK GUIDE

UPDATED FOR MICROSOFT OFFICE PROJECT 2007

Eastwood Harris Pty Ltd This is a user guide and training manual written for Project Management Professionals following the "PMBOK[registered] Guide Third Edition" who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project. The book is packed with screen shots, constructive tips and is suitable as a training course handout, for learning the software or as a reference book. The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chapter. The book is based on the Microsoft Project 2007 but may be used with Microsoft Project 2000, 2002 or 2003 as the book points out the differences. This book was written for people learning to use Microsoft Project in a project environment applying the "PMBOK[registered] Guide Third Edition" processes. It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by: explaining which "PMBOK[registered] Guide" processes the software will support and which it will not support; and concentrating on the core functions required to plan and schedule a project. It also presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data; each subject is covered in one chapter and the reader does not have to flick backwards and forwards through the book to read about a subject; explains some of the important difference between Microsoft Project and other scheduling software; explains some of the more difficult calculations often omitted in other books; includes exercises to reinforce the learning outcomes, a large number of screen dumps, numerous tips, a detailed index and command list at the start of each

chapter as a quick reference; and it has a chapter dedicated to the new functions available in Microsoft Project 2007.

SPECIAL EDITION USING MICROSOFT CRM

Que Publishing A sophisticated yet easy-to-use software program, Microsoft CRM handles the full range of Sales and Customer Service functions, and allows the user to access key customer and sales information from Microsoft Outlook and the Web. It is designed for rapid deployment, ease of use, and integration with Microsoft Office and Microsoft Great Plains' back-office solutions, increasing information reliability, employee usage and productivity. Special Edition Using Microsoft CRM shows sales, service, and business development specialists how to manage small businesses with the sophisticated technology that, until now, has been reserved for large corporations. Based on the author's real-world experience building CRM systems, this book provides the expert advice that MS CRM users need. To make the move to customer-centric operations using MS CRM, companies need an in-depth guide to managing the process, using the software, and making the implementation decisions that are required.

PROJECT PLANNING & SCHEDULING USING PRIMAVERA ENTERPRISE TEAM PLAY VERSION 3.5

PLANNING AND PROGRESSING A SINGLE PROJECT SCHEDULE WITH AND WITHOUT RESOURCES IN AN ESTABLISHED PROJECT ENVIRONMENT

Writersandpoets.com This book is may be used for learning Primavera Enterprise - Team Play Version 3.5 software as either: A self teach book or; A userguide; A Training manual for a two day training course; The book is designed to teach planners and schedulers in any industry how setup and use the software in a project environment. It explains plain English and in a logical sequence the steps required to create and maintain a schedule. It has a chapter dedicated to the new functions available in Version 3.0 and covers some of the more advanced features of the software such as resource levelling and Project Groups. It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using Sure Trak in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Course Technology Ptr Recreates the experience of dozens of projects, both successful and failed, to provide a real-world context for learning, and

explains the foundations of project management - project integration, scope, time, cost, quality, human resources, communications, risk, and procurement.

PROJECT MANAGEMENT FIELD GUIDE 1ST EDITION WITH MICROSOFT PROJECT 2002 TRIAL EDITION AND MICROSOFT OFFICE 2003 BIBLE WITH CD SET

Wiley

PRINCE2 PLANNING AND CONTROL USING MICROSOFT PROJECT 2007

Eastwood Harris Pty Ltd Provides information useful to create and update project schedules. This book teaches project team members in various industries how to setup and use the software in a project environment. It explains the steps required to create and maintain a schedule. It explains some of the differences between Microsoft Project and other scheduling software.

USING MICROSOFT OFFICE XP

Que Publishing With this edition of Special Edition Using Office XP there is a continual emphasis on realistic applications and uses of the program features. While there are many other big books in the Office market today, there are few that tailor coverage uniquely for the intermediate to advanced Office user as Special Edition Using does, delivering more focused value for the customer. It has been updated to reflect Office XP's Smart tags, collaboration features, speech and dictation tools, built-in recovery features, "add network place" wizard and much more

PROJECT MANAGEMENT FIELD GUIDE 2ND EDITION WITH MICROSOFT PROJECT 2002 TRIAL EDITION AND MICROSOFT OFFICE 2003 BIBLE WITH CD SET

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

MICROSOFT POWERPOINT 2002

COMPLETE CONCEPTS AND TECHNIQUES

Course Technology Ptr Part of the highly successful Shelly Cashman Series, Microsoft PowerPoint 2002 Complete Concepts and Techniques provides step-by-step instructions accompanied by full-color screen shots, helping students learn basic through advanced PowerPoint 2002 skills quickly and easily.

PROJECT PLANNING AND CONTROL USING PRIMAVERA P6 FOR ALL INDUSTRIES INCLUDING VERSIONS 4 TO 6

Eastwood Harris Pty Ltd This publication ideal for people who would like to quickly gain an understanding of how the software operates up to an intermediate level. It covers Primavera Versions from 3.5 onwards and it explains some of the differences from SureTrak, P3 and Microsoft Project to assist people converting form other products. The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment. It explains in plain English and in a logical sequence, the steps required to create and maintain an unresourced and resourced schedule. It tackles some of the more complex aspects of the software that the user manual does not address. It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule.The book provides advice on how on how the many software options may be applied to projects environments and it aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Primavera to schedule projects by: Concentrating on the core functions required to set up an enterprise environment and how to plan and control projects.Providing command lists at the start of each chapter as a quick reference.Providing a comprehensive table of contents and index of all topics.The book is intended to be used: As a self teach book, or A user guide, or A training manual for a three day training course This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. It draws on the author's practical experience in using the software in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data.1 INTRODUCTION 2 CREATING A PROJECT PLAN 3 STARTING UP AND NAVIGATION 4 CREATING A NEW PROJECT 5 DEFINING CALENDARS 6 CREATING A PRIMAVERA PROJECT WBS 7 ADDING ACTIVITIES & ORGANIZING UNDER THE WBS 8 FORMATTING THE DISPLAY 9 ADDING RELATIONSHIPS 10 ACTIVITY NETWORK VIEW 11 CONSTRAINTS 12 FILTERS 13 GROUP, SORT AND LAYOUTS 14 PRINTING 15 TRACKING PROGRESS 16

USER AND ADMINISTRATION PREFERENCES AND ADVANCED SCHEDULING OPTIONS 17 CREATING ROLES AND RESOURCES 18 ASSIGNING ROLES, RESOURCES AND EXPENSES 19 RESOURCE OPTIMIZATION 20 STATUSING A RESOURCED SCHEDULE 21 OTHER METHODS OF ORGANIZING DATA 22 GLOBAL CHANGE 23 MANAGING THE ENTERPRISE ENVIRONMENT 24 MULTIPLE PROJECT SCHEDULING 25 UTILITIES 26 WHAT IS NEW IN VERSION 6.0 27 WHAT IS NEW IN VERSION 5.0 28 WHAT IS NEW IN VERSION 4.1 29 TOPICS NOT COVERED IN THIS BOOK 30 INDE X

MICROSOFT PROJECT 2007 BIBLE

John Wiley & Sons 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.

MICROSOFT FRONTPAGE VERSION 2002 STEP BY STEP

Offers a basic tutorial for using the Web authoring program to create and manage a Web site.

MICROSOFT PROJECT 2002

PPI84722 I INSTRUCTORS EDITION

SYSTEM ANALYSIS DESIGN WIE WITH MICROSOFT PROJECT 2002 TRIAL EDITION SET

PROJECT PLANNING AND CONTROL USING PRIMIAVERA CONTRACTOR VERSION 6.1

INCLUDING VERSIONS 4.1, 5.0 AND 6.1

Eastwood Harris Pty Ltd 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 2007

THE MISSING MANUAL

"O'Reilly Media, Inc." 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.

MICROSOFT OFFICE XP

INTRODUCTORY CONCEPTS AND TECHNIQUES : WORD 2002, EXCEL 2002, ACCESS 2002, POWERPOINT 2002, OUTLOOK 2002

INFOWORLD

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

MICROSOFT PROJECT 2013: THE MISSING MANUAL

"O'Reilly Media, Inc." Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

USING MICROSOFT OFFICE PROJECT 2003

Que Publishing By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

MICROSOFT OFFICE ACCESS 2007

Editions ENI This practical guide to Microsoft Office Access 2007 was designed so that you can easily find all the functions needed for working with this relational database management program. It includes a description of the Access environment, and teaches you how to create a database and manage its objects, create and link tables, create forms and reports and manage their controls, manage records by using datasheets and forms (entering, editing, sorting and filtering data), select and delete records using queries, create pivot tables, create charts using data or pivot charts, and create macros, among others.

SPECIAL EDITION USING MICROSOFT COMMERCE SERVER 2002

Que Publishing Microsoft Commerce Server 2002 provides a platform for the rapid development of e-Commerce web sites. Using the design patterns found in the sample sites and lessons learned from years of field experience, this book defines a path for mapping an e-commerce project.

THE COMPLETE IDIOT'S GUIDE TO PROJECT MANAGEMENT WITH MICROSOFT PROJECT 2003

Penguin Provides operating instructions for Microsoft Project 2003, tips for workgroup communication, ideas for handling collaborative projects on the Internet, and tactics for professional presentations of projects.

MICROSOFT PROJECT VERSION 2002 STEP BY STEP

Explains how to use the scheduling tool to build project plans, organize and format the project plan details, track actual work against the plan, and take corrective action.

PROJECT MANAGEMENT 5TH EDITION WITH MICROSOFT PROJECT 2002 TRIAL EDITION AND MASTER VISUALLY PROJECT 2003 SET

The book is primarily intended for use as a college textbook for teaching project management at the advanced undergraduate or master's level. The text is appropriate for classes on the management of service, product, engineering projects, as well as information systems (IS). Thus, we have included some coverage of material concerning information systems and how IS projects differ from and are similar to regular business projects. The authors draw upon their personal experiences working with project managers and on the experience of friends and colleagues who have spent much of their working lives serving as project managers in the real world.

Thus, in contrast to the books that are about project management, this book teaches students how to do project management. from a management perspective rather than a cookbook, special area treatise, or collection of loosely associated articles. It addresses the basic nature of managing all types of projects - public, business, engineering, information systems, and so on - as well as specific techniques and insights required to carry out this unique way of getting things done. It deals with the problems of selecting projects, initiating them, and operating and controlling them. It discusses the demands made on the project manager and the nature of the manager's interaction with the rest of the parent organization. It covers the difficult problems associated with conducting a project using people and organizations that represent different cultures and may be separated by considerable distances. It even covers the issues arising when the decision is made to terminate a project.

MICROSOFT EXCHANGE SERVER 2003 UNLEASHED

Sams Publishing Microsoft's Exchange Server 2003 is a messaging and collaboration server that can work with multiple message databases, providing better user support and faster data access. Exchange 2003 is a major upgrade from 2000 with added features such as better Web-enabled access for users, strong mobile/wireless options for corporations, dramatically increased security, easier Active Directory updates, instant messaging, and top-notch integration with other servers and .NET applications. Companies using Exchange Server include: Bosch, Cinergy, Fleet Boston Financial, John Hancock Financial Services, Nabisco, J.D. Edwards, MTVi, Pearson International, plus many others.

PROJECT MANAGEMENT 8TH EDITION WITH WORKBOOK CASE STUDIES MICROSOFT PROJECT 2002 TRIAL EDITION AND STUDENT SURVEY SET

Wiley

ALTOVA MAPFORCE 2005 USER & REFERENCE MANUAL

Altova, Inc.

PC MAGAZINE

THE INDEPENDENT GUIDE TO IBM-STANDARD PERSONAL COMPUTING

MICROSOFT POWERPOINT 2002

COMPREHENSIVE COURSE

Course Technology Ptr With over 50 years of combined experience as both academics and corporate trainers, Al Napier and Phil Judd have developed a proven approach to mastering and using application software. Through a

realistic case approach, numerous business profiles, and coverage of MOUS certification objectives, learners gain the skills necessary to compete in today's ever-evolving business world.

THE BRITISH NATIONAL BIBLIOGRAPHY

ELECTRONIC COMMERCE

Course Technology Ptr Electronic Commerce, Fourth Edition is a complete introduction to the world of electronic commerce, including balanced coverage of technical and business topics. Case studies and plentiful business examples complement conceptual coverage to provide a real-world context. Implementation strategies are analyzed, using examples of both successful and unsuccessful implementations.

MICROSOFT PUBLISHER 2002

COMPLETE CONCEPTS AND TECHNIQUES

Course Technology Ptr Part of the highly successful Shelly Cashman Series, Microsoft Publisher 2002 Complete Concepts and Techniques provides step-by-step instructions accompanied by full-color screen shots. Six projects help students learn basic through advanced Publisher skills quickly and easily.

MICROSOFT PROJECT SERVER 2002

iUniverse ⬜ Supports collaborative planning with Microsoft Project ⬜ Distributes project documents with SharePoint Team Services ⬜ Provides projects over intranet or internet ⬜ Communicates using real-time data ⬜ Involves all project stakeholders in the planning process