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Reviews

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(Prof. Salvador Lynch)

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PHI Learning Pvt. Ltd, 2008. Softcover. Book Condition: New. First edition. This book does not come with a CD Focusing on using Office Project 2007 to manage projects, this official study guide covers the necessary tools to set up projects; resource project plans; estimate, schedule, and budget tasks; track project progress; and create charts, diagrams and reports. It also provides real-world scenarios, case study examples, and troubleshooting labs for the skills and expertise you can apply to the job. Table of Contents Introduction Hardware Requirements Software Requirements Microsoft Certified Professional Program Technical Support 1 Project Initiation Before You Begin Lesson 1: Creating a New Project Navigating the Project Window Features Common Project Views Creating a New Project from a Template Creating a New Project from an Existing Project Creating a New Project Entering Initial Project Information Getting Started with Project 2007 Lesson Summary Lesson Review Lesson 2: Working with Tasks Adding Recurring Tasks Using the Task Information Dialog Box Working with Task Durations Estimating Task Durations Using the PERT Formula Creating a Milestone Defining Task Acceptance Criteria Working with Tasks Lesson Summary Lesson Review Lesson 3: Working with Calendars Working with the Project Calendar Modifying an Existing Project Calendar Copying an Existing Project Calendar Creating a New Project Calendar Applying a Calendar to a Task Setting Default Calendar Options Working with Calendars Lesson Summary Lesson Review Chapter Review Chapter Summary Key Terms Case Scenarios Case Scenario 1: Managing a Software Roll-out Project Case Scenario 2: Scheduling a Project Case Scenario 3: Task Durations Suggested Practices Take a Practice Test 2 Project Planning Before You Begin Lesson 1: Working with Tasks Organizing Tasks Outlining the Project Plan Defining the WBS Working with Tasks Lesson Summary Lesson Review Lesson 2: Task Relationships Working with Task Relationships...



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