Microsoft Project 2013: Step by Step

By Carl Chatfield,Timothy Johnson

PHI Learning, 2013. Softcover. Book Condition: New. First edition. The smart way to learn Microsoft Project 2013?one step at a time! Experience learning made easy?and quickly teach yourself how to manage the complete project life cycle with Project 2013. With Step by Step, you set the pace?building and practicing the skills you need, just when you need them ? Create and fine-tune your project plan ? Schedule tasks, set milestones, and assign resources ? Use Gantt charts to visualize project schedules ? Track progress and troubleshoot variances ? Communicate status with custom reports ? Learn project-management best practices Contents: Table of Contents Introduction PART 1 Introduction to Microsoft Project 1 Microsoft Project, project management and you 2 A guided tour of Project PART 2 Simple Scheduling Basics Starting a new plan 4 Building a task list 5 Setting up resources 6 Assigning resources to tasks 7 Formatting and sharing your plan 8 Tracking progress PART 3 Advanced Scheduling Techniques 9 Advanced task scheduling 10 Fine-tuning task details 11 Fine-tuning resource and assignment details 12 Fine-tuning the Project plan 13 Organizing project details 14 Tracking progress on tasks and assignments 15 Viewing and reporting project status 16 Getting your project back...

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