

# **FREE DOWNLOAD MICROSOFT PROJECT 98 FOR DUMMIES**

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## **Microsoft Project 98 For Dummies Introduction**

### **Microsoft Project 98 For Dummies**

Managing single or multiple projects is tough enough. Why compound your troubles by tackling the learning curve of a new software program at the same time? Instead, turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself. Starting at the very beginning -- What's a project? -- Doucette takes you step-by-step through the powerful features and built-in planning, productivity, and tracking capabilities that make Microsoft Project 98 a must-have for project managers of all stripes and skill levels. In no time, you'll be building your own project schedules to meet deadlines and budgets, using Gantt charts to communicate your ideas visually, and adding pictures, sound files, or movies to your project pages. Sample project files from Microsoft Project 98 For Dummies are included on a special CD-ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software, Project KickStart.

### **Microsoft Project 2000 For Dummies**

Why put yourself through all the trouble of figuring out a project management software program? And why find out about project management techniques when you've been muddling through on your own up until now? The answer is self-evident. Because you've managed projects before and you know there has to be a better way. You're ready to discover what all this project management hoopla is about, and you'd like to use Microsoft Project to do the job. You've just made two good management decisions right there. Deep down, you're probably wondering whether this is going to hurt. You'll be relieved to know that getting to know Microsoft Project is straightforward and kind of fun. You don't have to know anything special about computers or project management to begin. Of course, once you start throwing those Gantt charts around the office, people might assume that it took grueling labor and a steel will to figure out the program. Whether you choose to display modesty or bask in their amazement will be entirely up to you. As this book's title so subtly implies, it will show you how to use Microsoft Project 2000. But what the title doesn't say is that this book also gives you a basic explanation of project management. You'll cover all of the following topics, and more: Identifying project phases Getting comfortable with the Microsoft Project interface Predicting your resource needs Reading and creating Gantt charts Staying ahead of details with a calendar Setting budgets and reviewing costs Subdividing and combining projects Tracking your project Using and customizing reports Microsoft Project 2000 For Dummies is written in a way that lets you master your project management skills by practice. The enclosed CD-ROM is loaded with a number of project files so that you can read the material and practice. In addition, you'll get evaluation and demo copies of some excellent project management programs designed to make your job even easier.

### **Microsoft Project 2000 For Dummies Quick Reference**

This easy-to-read reference helps you harness the power of the project management capabilities of Microsoft Project 2000. No-fluff instructions and tips show you to create a plan, build tasks, and outline stages in your plan. Discover to use the vast menu of features in Microsoft Project 2000: scheduling, reporting, resource

allocation, workflow management, and project tracking. You can even plan your deadlines depending on constraining events or costs. With this handy guide at your side, you can come in under budget and in plenty of time.

## **Microsoft Project 2003 For Dummies**

Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule, and budget all phases of a project, assign the resources, create essential reports, and monitor your progress. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. You'll wonder how you managed without it.

## **Microsoft Project 2002 For Dummies**

Get expert tips on using Project to keep all your projects on track Make the most of Project to manage people, time, and money Microsoft Project is a powerful tool for planning and managing projects. But where do you begin? Don't worry! Filled with plain-English explanations and practical tips, this friendly guide shows you how to put Project to work right away. You'll discover how to define tasks, allocate resources, manage costs, track progress, communicate information - and deliver results on time and within budget. The Dummies Way Explanations in plain English \"Get in, get out\" information Icons and other navigational aids Tear-out cheat sheet Top ten lists A dash of humor and fun Get smart! @www.dummies.com Find listings of all our books Create your own personalized book with Hungry Minds a la Carte Sign up for daily eTips at www.dummiesdaily.com

## **Sams Teach Yourself Microsoft Project 98 in 24 Hours**

Including coverage of new scheduling features, this book is the fastest way to learn Microsoft Project 98 quickly and get up to speed on the critical features users need to update and maintain projects. Readers will learn about Resource Contouring, Task Splitting, Cost Rate Tables, and Office 97 integration.

## **Using Microsoft Project 98**

Ques Special Edition Using Project 98 focuses on the latest features of this dynamic tool—including the improved scheduling engine—taking you to a new level of understanding and mastery. Written by an expert in the field, this comprehensive book provides all the information you need to understand the inner working of Project 98. Learn how to successfully manage resources, set up new projects, and integrate Microsoft Office 97 suite applications with Project. New feature icons are included for quick coverage. And, as an added bonus, check out the Macmillan Computer Publishing Web site for a complete field dictionary, updates, and much more! Explore the new features of this powerful tool with Special Edition Using Project 98 from Que!

## **Step-by-Step Microsoft Project 98**

The easy-to-follow lessons include clear objectives and real-world business examples so users can learn exactly what they need to know, at their own speed. Managers can more effectively communicate information throughout their organizations by putting the powerful features of Microsoft Project 98 to work.

## **Microsoft Project 98 Step by Step**

Managing Projects with Microsoft® Project 98 For Windows™ Gwen Lowery and Rob Ferrara Get the Most out of Your Projects with the Most Successful Project Management Strategies and the World's #1 Project Management Software. Now in a totally revised and updated edition of the bestselling classic written for first-time project leaders and experienced business professionals alike, Managing Projects With Microsoft Project 98 offers a masterful combination: a series of success-proven project management strategies in all phases of the process plus an insider's guide to the most powerful and versatile project management software on the market today. ...a world-class projects tutor and a think-of-everything assistant all in one! Microsoft Project 98 marks a quantum leap forward for this acclaimed software tool. Lowery and Ferrara's remarkable guide goes stride for stride with the new program, incorporating coverage of dozens of new features and enhancements for: Creating and Tracking Projects — explore Microsoft Project 98's new method of calculating task durations and schedules plus its new task scheduling, linking, and tracking features. Managing Resources and Costs Efficiently — the program offers a number of new ways to help you manage money and time, including Task Splitting, Resource Contouring, Multiple and Variable Resource Rates, Resource and Task Usage Views, User-Entered Actual Costs, and more. Enriching Plans Via the Internet — launch your project into cyberspace with the new Web Toolbar, plus options for publishing your plan on the Web and linking Web documents into the plan. Sharing Project Information—put the program's easier-than-ever importing and exporting, workgroup set-up, and Intranet support features to work. Working Faster and Smarter — new data entry features, auto filters, view displays, graphics inserts, and \"Indicator\" icon prompts, plus new printing options, make the job go quicker and smoother. Managing Projects with Microsoft Project 98 features a complete new chapter on established electronically-linked workgroups on and off the Web.

## **Microsoft Project 98 : Quick Reference Guide**

\"For beginning and advanced developers\"--Cover.

## **Managing Projects with Microsoft? Project 98**

A guide for beginning users showcases the project management software's newest features while demonstrating how to schedule and track projects, manage budgets, and create customized reports

## **Microsoft Project 98**

Whether you're a seasoned project manager or an armchair planner, Microsoft Project 98 Bible, the most sophisticated project management software available, is the essential resource for project scheduling,

budgeting, tracking, and troubleshooting. Microsoft Project 98 Bible covers it all, from project management basics and cost assignments to advanced techniques such as Internet applications and custom graphic features. In Microsoft Project 98 Bible, authors Nancy Stevenson and Elaine Marmel will hone your project management skills by helping you \* Establish timing for your project tasks \* Handle unusual cost situations \* Use the GanttChartWizard's interactive dialog boxes to format certain aspects of your project \* Insert drawings and objects in Gantt charts, notes, headers and resource forms. \* Resolve scheduling conflicts by splitting a task or changing constraints \* Record time and cost actuals during the course of your project Microsoft Project 98 Bible also includes a bonus CD-ROM packed with timesaving project templates and high-productivity project management tools like PERT Chart EXPERT, TimeSheet Professional, and Project Kickstart.

## **Microsoft Project 98**

An affordable, easily scannable one-day training guide designed for use in instructor-led training courses.

## **VBA Programming for Microsoft Project**

Exploit the power of Microsoft Project 98 to cut costs, get more done with fewer team members, and build a track record of timeliness and reliability. From resource-driven scheduling to chart formatting--no matter what you want out of Microsoft Project, this book will help you get it done.

## **How to Use Microsoft Project 98**

Annotation. This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups. It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results.

## **Microsoft Project 98 Quick Source Reference Guide**

Necessity for greater flexibility and understanding of project management is coming into its own--even though most people manage projects as part of other duties. This guide seeks to provide consumers with a comprehensive understanding of the features, functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

## **Sams Teach Yourself Microsoft Project 2000 in 24 Hours**

With all its buttons, dialog boxes, options, switches, sliding levers, and other gizmos, Windows 98 is a complicated chunk of computer software. If you've already mastered the basics of Windows 98, it's time to take your hard-earned skills to the next level of expertise with Windows wizard Andy Rathbone's companion volume to his introductory Windows 98 For Dummies, MORE Windows 98 For Dummies. MORE Windows 98 For Dummies moves beyond the basics of cut-and-paste or drag-and-drop with clear, easy-to-understand explanations of the advanced functions and features of Windows 98. Here's a book bursting with tips and tricks for installing new software, customizing the look and feel of your desktop with wild wallpapers and snazzy screen savers, surfing the World Wide Web or building your very own Web pages, taming the new Active Desktop, managing all your multimedia programs and files, and troubleshooting the Windows 98 program's most aggravating and annoying traits.

## **Microsoft Project 98 Bible**

In the first book devoted to Microsoft Project VBA, Gill helps professionals get the most from the world's most popular Project Management tool by showing ways to automate away the drudgeries of schedule

manipulation, how to vastly enhance reporting capabilities, and to integrate with other Microsoft Office applications.

## **Microsoft Project 98 12-Day Trial Edition**

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## **Microsoft Project 98**

Microsoft Project 98

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