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Microsoft Project 2000 Step by Step focuses on doing real-world project management work with the latest version of the most popular project management program in the world, Microsoft Project. The tutorial is organized around the sound project management principle called the project triangle: define and run your project in terms of time, cost, and scope.

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Here are the steps: Open the Microsoft Project software on your computer (In most cases, you may have the application icon on your desktop, which you can double-click to start the application. Otherwise, click on Start-> Programs-> and look for your software and click).

Demonstrates Project basics while covering organizational planning, collaboration, Web technology, and integration with other Microsoft applications.

A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

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.

Using this student guide, you'll learn how to - Meet Microsoft Project MOUS core-level certification objectives; - Enter and organize tasks; - Set up resources and assign them to tasks; - Format your project plan; - Filter, sort, group, and print project information; - Track progress against the project plan; - Manage a project team on line; - Consolidate multiple projects; - Customize Microsoft Project 2000 and use it with other programs.

This exclusive travel guide guides the visitor through the most incredible activities to be found in Shanghai: savour the food of world-class chefs in Asia's most romantic two-seater salon; eat at the best holes-in-the-walls and discover local street food haunts; find the best tailors and quality cashmere, satins and brocades by the yard; expert

Microsoft Project 2010 offers flexibility and choice for individuals, teams, and the enterprise to effectively manage all types of work - from simple tasks to complex projects and programs.

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Learn proven project management strategies as you master the world's #1 project management software Here's a winning combination: a series of successful project management strategies that cover every phase of the process AND an insider's guide to the most powerful and versatile project management software available

anywhere. That's what you'll find in *Managing Projects with Microsoft Project 2000*. A synchronized learning system helps you get with the program Microsoft Project 2000 brings 21st-century power to this already formidable tool. Whether you're an experienced user preparing to upgrade to Microsoft Project 2000 or an aspiring project manager who needs to understand the big picture as you gain control of the details, this remarkable one-stop guide helps you make the most of this outstanding new program. It puts you in control of every new feature and enhanced capability, including how to: SCHEDULE TASKS AND TRACK PROGRESS using task calendars, deadline dates, estimated durations, baseline and interim plans, and more MANAGE RESOURCES FOR BETTER TASK SCHEDULING with new methods that let you vary resource availability, specify material resources, and set task priorities for resource leveling MODEL PROJECTS GRAPHICALLY WITH NETWORK DIAGRAM VIEW, which offers flexible viewing and formatting of program information in a graphical layout of tasks MANAGE TASKS AND RESOURCES ACROSS A WORKGROUP with Microsoft Project Central-a Web-based companion to Microsoft Project 2000 that allows for task delegation up and down organizational lines, task progress reporting, and narrative status reporting WORK FASTER AND SMARTER by jump-starting new products with templates, grouping tasks and resources, creating your own work breakdown structure numbering scheme-and much, much more

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