



Mcts Self-Paced Training Kit (Exam 70-632): Managing Projects With Microsoft Office Project 2007

By Reynolds,Biafore Ballew

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 from a Blank Project Entering Initial Project Information Getting Started with Project 2007 Lesson Summary Lesson Review Lesson 2: Working with Tasks Adding 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...



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This is actually the very best book i actually have read till now. This is for all those who statte that there was not a worth studying. Its been written in an remarkably straightforward way which is merely following i finished reading this publication by which in fact altered me, modify the way i believe.

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