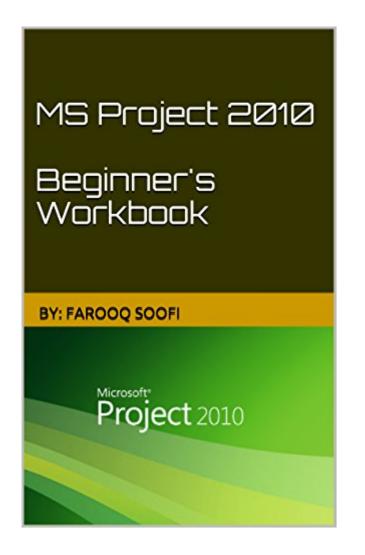
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MS Project 2010 Beginner's Workbook





Synopsis

This workbook explains the basics on how to start using MS Project 2010 with step-by-step guide and screenshots / pictures. By the end of this workbook, you should be able to:Open and close Project; Understand the Interface; Create a blank project; Create a project from a template; Open and close project files; Add tasks to a project; Set constraints on tasks; Understand key terms; View task information; Sort and filter tasks; Understand Task Indicators; Split tasks; Link and unlink tasks; Create summary and sub tasks; Create recurring tasks; Understand resources; Add and view resource information; Assign resources to tasks; Level resources; Understand different task and resource views, including the Team Planner; Use the Tools tabs and format the Timescale; Create a baseline; Update tasks and update the project; Understand the Project Status date; View the critical path; Use change highlighting; Create basic and visual reports; Compare projects; Check spelling; Use the Page Setup Dialog; Print a project; Email a project; Create a PDF of the project.

Book Information

File Size: 9588 KB Print Length: 115 pages Publication Date: October 21, 2015 Sold by: Â Digital Services LLC Language: English ASIN: B0170MK6V8 Text-to-Speech: Enabled X-Rav: Not Enabled Word Wise: Enabled Lending: Not Enabled Enhanced Typesetting: Enabled Best Sellers Rank: #476,924 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #76 in Books > Computers & Technology > Business Technology > Microsoft Project #85 in Books > Computers & Technology > Software > Microsoft > Microsoft Project #188 in Books > Computers & Technology > Certification > Microsoft

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