

## Microsoft Project 2002 Basic Course Ilt Series

Microsoft Project 2002 Basic Course ILT Project 2002 Advanced : Student Manual Crisp Pub Incorporated

By covering this project management tool, this work offers the reader an understanding of the features, functions and best practices of project management.

Helps students to learn the features of Microsoft Project 2002 and Project 2003 and how to use them at home and in the workplace. This work offers instruction with a focus on real-world business scenarios.

Designed to teach project management professionals how to use Microsoft Project in a project environment. This book explains steps required to create and maintain a schedule; highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule; and more.

Aimed at Project Management Professionals who understand the PMBOK registered] Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered] environment, this user guide and training manual helps them discover how to gain the most from the software.

InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies, and projects.

This ILT Series course builds on the fundamentals taught in Project 2002: Basic. In this advanced course, students will learn how to create baseline and interim plans, analyze project statistics, reschedule projects, format a project file, create custom reports. Course activities also cover communicating project schedules by using Microsoft Project Server, saving project data for the Web, and consolidating project files. Students also learn how to integrate Project data with Excel, Access, and Word. Finally, students create a custom Network Diagram view and automate tasks with macros. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

This edition has been thoroughly updated to reflect a new product incorporated in Project called Enterprise Project. Topics covered include scheduling tasks effectively and tracking costs.

The book is designed to teach planners and schedulers in any industry how setup and use the software in a project environment. It explains plain English and in a logical sequence the steps required to create and maintain a schedule. It has a chapter dedicated to the new functions available in Version 3.0 and covers some of the more advanced features of the software such as resource levelling and Project Groups. It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using SureTrak in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index.

The Internet Encyclopedia in a 3-volume reference work on the internet as a business tool, IT platform, and communications and commerce medium.

"The Project Bible is comprehensive, well organized, and appeals to beginners and project managers alike. I heartily recommend it." -Roy Nierenberg, President, Experience In Software, Inc. \* Harness new enterprise-class project management functionality \*

Unleash the power of the new SQL-based Microsoft Project Server 2002 \* Empower your project teams with new collaboration tools If Microsoft Project 2002 can do it, you can do it too . . . Microsoft Project 2002 brings new enterprise-class collaboration functionality to the world's leading project management software. Organized the way you work, this comprehensive tutorial and reference delivers all the know-how you need to increase productivity and reduce costs on all your business projects with Project 2002. Special coverage of new features for collaboration, ease of use, and enterprise functionality will help you reap the full benefits of this powerful planning tool. Inside, you'll find complete coverage of Microsoft Project 2002 \* Plan your projects for maximum efficiency and cost savings \* Connect workgroups with e-mail or Web-based collaboration tools \* Organize, track, store, and share project details and documents \* Standardize project reporting and analysis across your organization \* Manage and allocate enterprise resources and personnel across multiple projects \* Gain insight through simulation and analysis tools \* Integrate Project with other applications and databases \* Develop custom Project applications for greater flexibility Bonus CD-ROM Get ready-to-use Project sample files plus additional project management tools, including trial or demo versions of: \* Innate Timesheets and Innate Resource Manager \* Project Kickstart \* WBS Chart Pro \* PERT Chart EXPERT \* TimeSheet Professional \* Milestones Professional 2002 \* MPX Translator

The Advantage Series presents the Feature-Method-Practice approach to teaching computer software applications. Feature describes the step or command; Method shows how to perform it; and Practice asks the students to try it themselves. This enhances critical thinking skills and provides students and instructors with complete application coverage.

TRAINING FORMAT This training book is designed to work in either as a self-study or within an instructor-led classroom environment. Detailed course syllabus can be found at our website: <https://www.pmologistics.com/managing-microsoft-project-online> DESCRIPTION The goal of this training book is to provide students with the knowledge and skills necessary to effectively plan, deploy and administer Microsoft Project Online. TARGET AUDIENCE This training book is intended for Administrators, Systems Engineers, PMO Managers, Project Managers, Consultants and other people responsible for the deployment and management of a Microsoft Project and Portfolio Management (PPM) Solution using Project Online. AT COMPLETION After completing this training book, students will be able to: \* Deploy Project Online. \* Work with Office 365 Admin Center. \* Configure and manage security. \* Install and configure Project clients. \* Configure and manage time and task management settings. \* Create enterprise custom fields and lookup tables. \* Configure and manage time and task management settings. \* Customize project sites. \* Import projects and resources. \* Create and configure Project Online workflows. \* Share Project Online with external users. \* Work with troubleshooting tools. \* How to create a custom Project Online Power BI Center. PREREQUISITES Students should have a working knowledge of the following: \* Internet web browser. \* Microsoft Project Professional. \* Basic project management concepts. COURSE OUTLINE Module 1: Deploying Microsoft Project Online Lesson 1: Installing Microsoft Project Online Lesson 2: Working with Office 365 Admin Center Module 2: Managing Security Lesson 1: Overview of Project Online Security Lesson 2: SharePoint Security Permissions Lesson 3: Project Online Security Permissions Lesson 4: Creating Project Online Security

Entities Module 3: Working with Microsoft Project Clients Lesson 1: Overview of Project Clients Lesson 2: Configuring Project Clients Lesson 3: Using Project Web App Module 4: Configuring Project Online Lesson 1: Configuring Time and Task Management Settings Lesson 2: Configuring Operational Policies Lesson 3: Importing Resources and Project Plans Module 5: Configuring Enterprise Data Settings Lesson 1: Configuring Enterprise Custom Fields Lesson 2: Configuring Enterprise Objects Module 6: Customizing Project Sites Lesson 1: Working with Project Online Workflows Lesson 2: Sharing Project Online with External Users Lesson 3: Managing Queue Jobs and Enterprise Objects Lesson 4: Troubleshooting Tools Module 7: Project Online Administration Lesson 1: Working with Project Online Workflows Lesson 2: Sharing Project Online with External Users Lesson 3: Managing Queue Jobs and Enterprise Objects Lesson 4: Troubleshooting Tools BONUS HANDS-ON LAB How to Create a Custom Project Online Power BI Center Creating a Modern UI SharePoint Site Collection Signing Up for a Power BI Account Using the Power BI Project Online Content Pack Upgrading Free Power BI account to Power BI Pro Adding Power BI Reports to a SharePoint Page Modifying the Power BI Center Home Page Sharing the Power BI Center Site Sharing the Power BI Dashboard and Testing TRAINING FILES Course files can be downloaded at: <https://tinyurl.com/PRS16-MPO>

Successful use of information and communication technologies depends on usable designs that do not require expensive training, accommodate the needs of diverse users and are low cost. There is a growing demand and increasing pressure for adopting innovative approaches to the design and delivery of education, hence, the use of online learning (also called E-learning) as a mode of study. This is partly due to the increasing number of learners and the limited resources available to meet a wide range of various needs, backgrounds, expectations, skills, levels, ages, abilities and disabilities. The advances of new technology and communications (WWW, Human Computer Interaction and Multimedia) have made it possible to reach out to a bigger audience around the globe. By focusing on the issues that have impact on the usability of online learning programs and their implementation, Usability Evaluation of Online Learning Programs specifically fills-in a gap in this area, which is particularly invaluable to practitioners.

Drawing on the author's experience in using SureTrak in a variety of industries, this book explains in a logical sequence the steps required to create and maintain a schedule. It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule.

? Supports collaborative planning with Microsoft Project ? Distributes project documents with SharePoint Team Services ? Provides projects over intranet or internet ? Communicates using real-time data ? Involves all project stakeholders in the planning process

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft FrontPage 2002 and FrontPage 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

Anyone contemplating or actively engaged in implementing and managing Microsoft Project Server should have this book. It takes you through a structured approach to implementation and conveys best practices for using the software. The author provides you with the manual that the software doesn't have as well as the insight necessary to achieve success without the missteps many people make during implementation.

Easy to follow step by step lessons enable students to quickly and efficiently learn the features of Microsoft Project 2002 and Project 2003 and how to use them at home and in the workplace. This Microsoft Official Academic Course offers friendly, straightforward instruction with a focus on real-world business scenarios. A complete instructor support program is available with the text.

Provides operating instructions for Microsoft Project 2003, tips for workgroup communication, ideas for handling collaborative projects on the Internet, and tactics for professional presentations of projects.

Through instructor-led or self-paced step-by-step instruction, individuals learn how to create and modify a presentation, enhance a presentation with pictures and charts, and customize a presentation with slide masters.

The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software.

A Microsoft(r) Project user guide and training manual written for Project Management Professionals following the PMBOK(r) Guide Fourth Edition who wish to learn how to schedule projects in a single project environment with or without Resources with Microsoft Project. The book is packed with screen shots, constructive tips and is suitable as a training course handout, for learning the software or as a reference book.

The book contains workshops with solutions at the end of each chapter for the reader to practice the skills taught in the chap

This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2 2009 and earlier versions of the PRINCE2 methodology, to use Microsoft Project to plan and control a PRINCE2 projects. It identifies which PRINCE2 processes may be handled with Microsoft Project and how the software may be effectively used to assist in managing a project.

The book is based on Microsoft Project 2007, but may be used with Microsoft Project 2003, 2002 or 2000 as the book outlines the differences between the versions.

This book is may be used for learning Primavera Enterprise - Team Play Version 3.5 software as either: A self teach book or; A userguide; A Training manual for a two day training course; The book is designed to teach planners and schedulers in any industry how setup and use the software in a project environment. It explains plain English and in a logical sequence the steps required to create and maintain a schedule. It has a chapter dedicated to the new functions available in Version 3.0 and covers some of the more advanced features of the software such as resource levelling and Project Groups. It highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule. It draws on the author's practical experience in using Sure Trak in a wide variety of industries. It presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software and import data. It includes exercises, a large number of screen dumps, numerous tips and an index.

The Advantage Series presents the Feature-Method-Practice approach to computer software applications to today's technology and business students. This series implements an efficient and effective learning model, which enhances critical thinking skills and provides students and faculty with complete application coverage.

Authoritative strategies for implementing project management Senior managers at world-class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them lead their companies to excellence in project management in less than six years! Following the Project Management Institute's PMBOK® Guide, industry leaders address: \* Project risk management \* Project portfolio management \* The Project Office \* Project management multinational cultures \* Integrated project teams and

virtual project teams (PMBOK is a registered mark of the Project Management Institute, Inc.)

This ILT Series course teaches students the fundamentals of using Project 2002. This course introduces project management concepts and identifies Project 2002 tools.

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

The 'New Perspectives' series combines innovative text with technology for teaching computer concepts, operating systems, the Internet, e-commerce, and microcomputer applications. Critical thinking and problem solving is encouraged with the use of realistic cases and solid end-of-tutorial exercises.

This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2™ methodology, to use Microsoft(r) Project to plan and control PRINCE2™ projects. It identifies which PRINCE2™ processes may be handled with Microsoft Project(r) 2010 and how the software may be effectively used to assist in managing a project. Paul Harris' manual unlocks the power and versatility of Microsoft(r) Project with a logical presentation of the tool in the context of a PRINCE2 project scenario.

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