

## Microsoft Project 2002 Advanced Course Ilt Series

"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

Suitable for those who want to increase their Microsoft Office Project productivity using Visual Basic for Applications (VBA), this book includes 29 useful sample code downloads. It also includes notes, warnings, tips and tricks. It is intended for instructor-led training and self-paced learning.

Go from the "IT guy" to trusted business partner If you're in IT, quite a lot is expected of you and your team: be technologically advanced, business-minded, customer-focused, and financially astute, all at once. In the face of unforgiving competition, rampant globalization, and demanding customers, business leaders are discovering that it's absolutely essential to have a strong, active partner keeping a firm hand on the decisions and strategies surrounding information technology. Unleashing the Power of IT provides tangible, hard-hitting, real-world strategies, techniques, and approaches that will immediately transform your IT workforce and culture, presenting the new mindset, skill set, and tool set necessary for IT leaders to thrive in today's challenging environment. Includes new discussion on social media Offers online access to the IT Skill Builder Competency Assessment Tool Features top ten lists of tips and techniques, proven frameworks, and practical guidance to help you launch and sustain your IT culture change and professional development initiatives Profiling several world-class organizations that have implemented the principles in this book, Unleashing the Power of IT reveals the best practices to get you on the path to implementation.

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. This instructor's edition is designed for quick scanning in the classroom, and filled with interactive exercises. Comes with a companion CBT program.

Creating a Web site is easy. Creating a well-crafted Web site that provides a winning experience for your audience and enhances your profitability is another matter. It takes research, skill, experience, and careful thought to build a site that maximizes retention and repeat visits.

This new series by renowned authors Iris Blanc and Cathy Vento teaches Microsoft Publisher 2002 skills by having the learner assume the role of working in a business. The three-phase approach--Tryout, Rehearsal, and Performance, encourages critical thinking and problem solving skills. .

Through instructor-led or self-paced step-by-step instruction, individuals learn how to enhance charts, work with objects with hyperlinks, and use slide show features.

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.

Part of the highly successful Shelly Cashman Series, this text offers a clear screen-by-screen, step-by-step approach to learning the fundamentals of Microsoft Office XP. Includes projects and exercises that take full advantage of the new features of Office XP. 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.

This book is may be used for learning Microsoft Project 2002 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 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.

Written for project managers and planners in various industries, this book shows you how to setup and use the software

in a project environment. It explains in a logical sequence, the steps required to create and maintain an unresourced and resourced schedule. It also includes exercises, a number of screen dumps, many tips, and an index.

A one-minute-manager approach to issues, "Socially Responsible IT Management" explains how following each principle can save money or time. With step-by-step instructions on how to accomplish objectives, this book shows readers how to overcome the social crisis that has resulted from the widespread use of information technology.

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. Comes with a companion CBT program.

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.)

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.

Through instructor-led or self-paced step-by-step instruction, individuals learn how design, create, edit, and analyze databases using Microsoft Access 2002.

This book was developed during a particular pandemic situation in the whole world which confined people to their homes. Therefore, there was a rise in the use of distance working and learning (e-learning) which led to a very quick adoption of technology in order to guarantee different approaches to fulfil the same or better outcomes and ensure that people are connected. This book provides a better understanding about the importance of teams' assessment and collaborative work, as well as the use of collaboration tools and online assessment techniques supported by technology. Consequently, the book is aimed at all institutions that seek new working environments, namely higher education institutions, companies and organizations, sports teams, and others. Furthermore, this book provides new approaches and systems to carry the knowledge and learning assessment. The book gathers knowledge from several authors, related to collaboration environments and tools, as well as their insights on how technology can be applied to carry assessment processes. The book seeks to provide knowledge on new technologies and different learning environments.

Annotation The casual users \_Survival Guide\_! Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions. Quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. Demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules.

The book is primarily intended for use as a college textbook for teaching project management at the advanced undergraduate or master's level. The text is appropriate for classes on the management of service, product, engineering projects, as well as information systems (IS). Thus, we have included some coverage of material concerning information systems and how IS projects differ from and are similar to regular business projects. The authors draw upon their personal experiences working with project managers and on the experience of friends and colleagues who have spent much of their working lives serving as project managers in the real world. Thus, in contrast to the books that are about project management, this book teaches students how to do project management. from a management perspective rather than a cookbook, special area treatise, or collection of loosely associated articles. It addresses the basic nature of managing all types of projects - public, business, engineering, information systems, and so on - as well as specific techniques and insights required to carry out this unique way of getting things done. It deals with the problems of selecting projects, initiating them, and operating and controlling them. It discusses the demands made on the project manager and the nature of the manager's interaction with the rest of the parent organization. It covers the difficult problems associated with conducting a project using people and organizations that represent different cultures and may be separated by considerable distances. It even covers the issues arising when the decision is made to terminate a project.

What is this book about? VBA is the programming language for the Microsoft Office suite and many other applications. VBA gives you complete control of Excel, allowing you to do anything from automating Excel tasks to developing full applications, using Excel as the development environment. Excel 2002 is an important upgrade to the Office suite spreadsheet program. It shows Microsoft's commitment to moving Office to be a web-enabled productivity tool, a rich client for working with web-based data, with new features such as SmartTags and XML support. Based on the successful content and format of Excel 2000 VBA Programmer's Reference, this new edition has been fully updated for Excel 2002. The authors are all Excel MVPs, involved daily in supporting the Excel VBA programmer community. What does this book cover? The first part of the book introduces Excel and VBA, including a VBA primer. The second part offers thematic, succinct, and practical discussions of the features available to Excel VBA programmers, with real-world examples answering frequently asked questions. The third and final part is a complete reference to the Excel, VBE, and Common Office Object Models. Here are just a few of the things you'll learn in this edition: The entire Excel

Object Model and the Common Office Object Model Working with PivotTables Accessing and manipulating data sources from Excel with ADO Programming the Visual Basic Editor (VBE) New features in Excel 2002, SmartTags, XML, and the Web Expanded references for Excel versions 97, 2000, and 2002 Who is this book for? This book not only caters for beginner- and intermediate-level programmers with its introductory coverage of VBA and Excel, but also provides advanced information for experienced Excel developers in later chapters and the reference.

The book is primarily intended for use as a college textbook for teaching project management at the advanced undergraduate or master's level. The text is appropriate for classes on the management of service, product, engineering projects, as well as information systems (IS). Thus, we have included some coverage of material concerning information systems and how IS projects differ from and are similar to regular business projects. The authors draw upon their personal experiences working with project managers and on the experience of friends and colleagues who have spent much of their working lives serving as project managers in the "real world." Thus, in contrast to the books that are about project management, this book teaches students how to do project management. Project Management: A Managerial Approach 5E addresses project management from a management perspective rather than a cookbook, special area treatise, or collection of loosely associated articles. It addresses the basic nature of managing all types of projects - public, business, engineering, information systems, and so on - as well as specific techniques and insights required to carry out this unique way of getting things done. It deals with the problems of selecting projects, initiating them, and operating and controlling them. It discusses the demands made on the project manager and the nature of the manager's interaction with the rest of the parent organization. It covers the difficult problems associated with conducting a project using people and organizations that represent different cultures and may be separated by considerable distances. It even covers the issues arising when the decision is made to terminate a project.

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.

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.

[Copyright: 21e6b88c942d9d4f7b169fcb9d00873b](http://www.microsoft.com/press/pr/21e6b88c942d9d4f7b169fcb9d00873b)