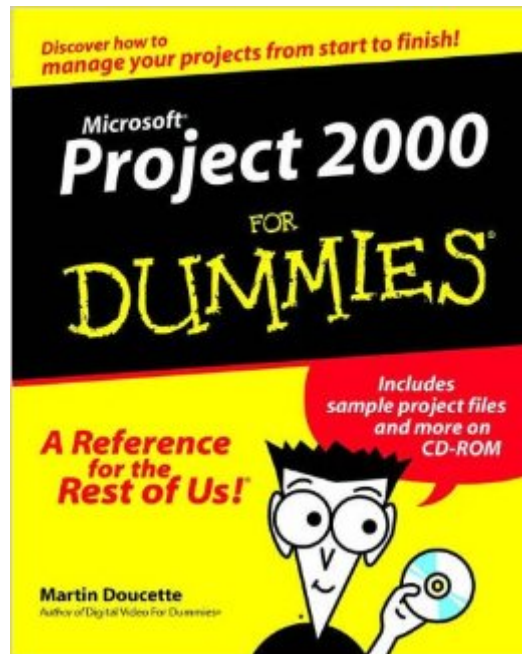## The book was found

Microsoft Project 2000 For Dummies

Synopsis

Why put yourself through all the trouble of figuring out a project management software program? And why find out about project management techniques when you've been muddling through on your own up until now? The answer is self-evident. Because you've managed projects before and you know there has to be a better way. You're ready to discover what all this project management hoopla is about, and you'd like to use Microsoft Project to do the job. You've just made two good management decisions right there. Deep down, you're probably wondering whether this is going to hurt. You'll be relieved to know that getting to know Microsoft Project is straightforward and kind of fun. You don't have to know anything special about computers or project management to begin. Of course, once you start throwing those Gantt charts around the office, people might assume that it took grueling labor and a steel will to figure out the program. Whether you choose to display modesty or bask in their amazement will be entirely up to you. As this book's title so subtly implies, it will show you how to use Microsoft Project 2000. But what the title doesn't say is that this book also gives you a basic explanation of project management. You'll cover all of the following topics, and more: Identifying project phases Getting comfortable with the Microsoft Project interface Predicting your resource needs Reading and creating Gantt charts Staying ahead of details with a calendar Setting budgets and reviewing costs Subdividing and combining projects Tracking your project Using and customizing reports Microsoft Project 2000 For Dummies is written in a way that lets you master your project management skills by practice. The enclosed CD-ROM is loaded with a number of project files so that you can read the material and practice. In addition, you'll get evaluation and demo copies of some excellent project management programs designed to make your job even easier.

Book Information

Paperback: 384 pages

Publisher: For Dummies; 1 edition (April 3, 2000)

Language: English

ISBN-10: 0764505173

ISBN-13: 978-0764505171

Product Dimensions: 7.4 x 0.9 x 9.2 inches

Shipping Weight: 1.3 pounds

Average Customer Review: 1.0 out of 5 stars See all reviews (1 customer review)

Best Sellers Rank: #2,145,390 in Books (See Top 100 in Books)   #186 in Books > Computers &

Technology > Business Technology > Microsoft Project   #214 in Books > Computers & Technology > Software > Microsoft > Microsoft Project   #3146 in Books > Computers & Technology > Business Technology > Software > Enterprise Applications

Customer Reviews

This book offers a VERY general overview and does not even come close to preparing a new user to use Project effectively or proficiently. The organization seemed disjointed compared to two other books on the same subject. I'm generally pleased with other "For Dummies" books, but was most disappointed with this particular one and ended up returning the book.

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