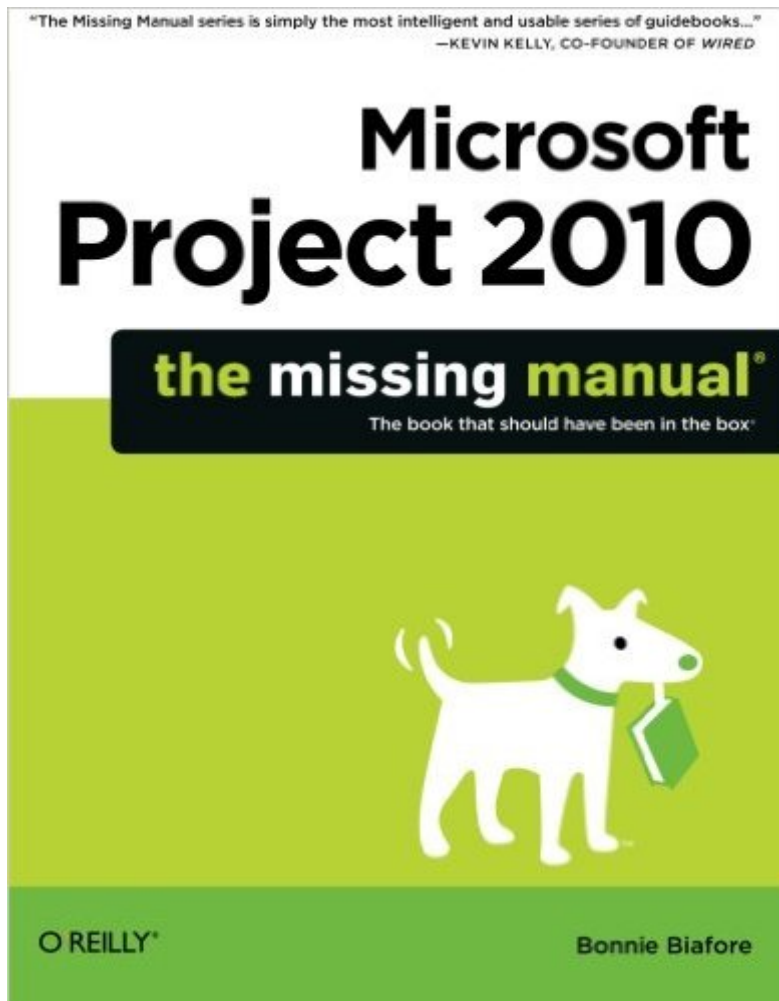# Microsoft Project 2010: The Missing Manual

Synopsis

Microsoft Project is brimming with features to help you manage any project, large or small. But learning the software is only half the battle. What you really need is real-world guidance: how to prep your project before touching your PC, which Project tools work best, and which ones to use with care. This book explains it all, helping you go from project manager to project master.Get a project management primer. Discover what it takes to handle a project successfullyLearn the program inside out. Get step-by-step instructions for Project Standard and Project ProfessionalBuild and refine your plan. Put together your team, schedule, and budgetAchieve the results you want. Build realistic schedules, and learn how to keep costs under controlTrack your progress. Measure your performance, make course corrections, and manage changesUse Project's power tools. Customize Project's features and views, and transfer info directly between Project and other programs

Book Information

Series: Missing Manual

Paperback: 770 pages

Publisher: O'Reilly Media; 1 edition (July 3, 2010)

Language: English

ISBN-10: 1449381952

ISBN-13: 978-1449381950

Product Dimensions: 7 x 1.8 x 9.2 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars See all reviews (132 customer reviews)

Best Sellers Rank: #347,492 in Books (See Top 100 in Books)   #43 in Books > Computers & Technology > Business Technology > Microsoft Project   #49 in Books > Computers & Technology > Software > Microsoft > Microsoft Project   #59 in Books > Computers & Technology > Business Technology > Software > Project Management Software

Customer Reviews

If you are looking for a simple, easy way to teach yourself Project 2010 Step by Step by Carl Chatfield and Timothy Johnson is a good choice. Step by Step (SBS) is a series of textbooks published by Microsoft for learning the applications in the Microsoft Office Suite. The format is hands-on with brief explanations of concepts followed by step by step exercises demonstrating key tasks. Most students can work through the book and its exercises in about 2-3 days of solid study.

Disciplined students often find a chapter-a-day to be a reasonably workable pace. You can very effectively skip through the text taking a chapter at a time to learn specific tasks. However, don't plan on using the SBS series for reference book or quick how-to guide. In Project 2010 SBS you will cover the core skills needed for using Project as a standalone application but helps are sprinkled throughout on using Project Server. SBS assumes the reader is already comfortable with the computer and has some experience with the Microsoft Office 2007 or 2010 Ribbons. Project 2010 SBS is a great book for learning the application and does contain many tips and tricks on the project management methodology. However, SBS is not a book on methodology. The brief appendix "Short Course in Project Management" is helpful but not a replacement for training and experience in project management. While the SBS series is best suited for individual study it can be used in the classroom in a pinch. I have used SBS series texts for several applications in classes but they are far from the best option. The price point of around $19.79 on is appealing for classrooms. The new appendix on using SBS in the classroom is unfortunately not at all helpful for an experienced instructor. Disclaimer: As is common practice in book reviews I was given a free copy of Project 2010 SBS for review. This review was originally published on my blog at [...]George Sawyer is Technology Coach & CEO of Sawyer Training & Technologies

Content is great - contains much more than just how to use Project 2010, but how to manage projects in general. This also includes example spreadsheets, templates, etc. Was very let down by quality of printing though. Book is Printed On Demand (POD), and is very easily recognizable as that. Blacks vary between pages, resolution not high enough for font used with fine strokes becoming messy. Already had the e-book and decided I wanted the real thing, but honestly in this instance I would have been happy sticking with the e-book.

The title of the book suggests that the authors start out with "Step 1" and then help the readers work their way through the book, building on the material each step of the way. This is NOT the case. The authors instead created separate practice files for each chapter. It may be because going through an entire project, one step at a time, would result in a book twice as thick. However, it would have been a lot more helpful if that were the case. The major drawback of having a separate file for each chapter is that it leaves learning gaps. In Chapter 3, for example, we set up resources. Then, in Chapter 4, we're supposed to assign resources to tasks, but the resources and tasks have changed from one chapter to the next for no logical reason. Why couldn't Chapter 4 just pick up where Chapter 3 left off? This is not a great book, nor is it a bad book. I think the best way to learn from

this book is to download a trial version of Project 2010, and walk through the material multiple times. Do it until you can work through each and every one of the book's objectives, without even opening the book.

This textbook provides a seamless introduction to MS Project. The text and practice files dovetail perfectly. This has been the most painless introduction to a computer program I have ever experienced. This book was written to be friendly to beginning users, but offers a lot to more advanced PC users like myself without wasting my time. If I had to recommend a book for learning MS Project 2010, this would be the one.

This book is 745 pages of reference, broken to 6 sections described as:Part One: Project Management - like a mini-manual on Project Management basics, explaining what projects are, why managing them is a good idea, how to pick projects and obtain support, and quick tour of planning a project.Part Two: Project Planning, More than Creating a Schedule - starts with a quick test drive of MSProject, then goes thru aspecs of planning including breaking work down, estimating work and duration, assigning resources to tasks and setting up a budget, then how to refine a schedule and prepare it for the execution phase of the project.Part Three: Projects in Action - explain how to track progres, evaluate that progress, correct course and manage changes, generate reports and steps at the end of the project.Part Four: Project Power Tools - talk about how to work on more than one project and how to share data with other (Microsoft) programs and people.Part Five: Customizing Project- explains how to customize MS Project confguration, including the ribbon, use templates, and use macros.Part Six: Appendices - three appendixes provide guides on how to install Project, reverence to hwlp resources, and a quick review of keyboard shortcuts.I appreciated the frequently inserted boxes of tip on themes like "Tools of the Trade", "Up to Speed", Reality Check", etcetera to help clarify the meaning and usage.

As a PMP, I'm fluent in MS Project. I was before this book.I was self-taught though.This book explains the ins, outs, quirks and workarounds that I came up with or Googled.Excellent resource to have at your desk.

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