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**by Martin Doucette**

*Author of Microsoft® Project For Dummies®*

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for Windows 98*

*Your First Aid Kit®  
for Building, Editing,  
Managing, and  
Customizing Projects*

*Project Management  
Basics — Explained  
in Plain English*



# Microsoft Project 98 For Dummies

**Minjie Lin**



## **Microsoft Project 98 For Dummies:**

*Microsoft Project for Dummies* Martin Doucette,1997 Guide to Microsoft s management tool *Microsoft Project 98 for Dummies* Martin Doucette,2001-01 Managing single or multiple projects is tough enough Why compound your troubles by tackling the learning curve of a new software program at the same time Instead turn to Microsoft Project 98 For Dummies and let author Martin Doucette save you the headaches and hassles of mastering Microsoft Project 98 by yourself Starting at the very beginning What s a project Doucette takes you step by step through the powerful features and built in planning productivity and tracking capabilities that make Microsoft Project 98 a must have for project managers of all stripes and skill levels In no time you ll be building your own project schedules to meet deadlines and budgets using Gantt charts to communicate your ideas visually and adding pictures sound files or movies to your project pages Sample project files from Microsoft Project 98 For Dummies are included on a special CD ROM that also features project management software from the Project Management Institute and a trial version of the hot brainstorming software Project KickStart

**Microsoft Project 2000 For Dummies** Martin Doucette,2000-04-03 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

[Microsoft Project 2000 For Dummies Quick Reference](#) Nancy Stevenson,2000-05-05 This easy to read reference helps you harness the power of the project management capabilities of Microsoft Project 2000 No fluff instructions and tips show you to create a plan build tasks and outline stages in your plan

Discover to use the vast menu of features in Microsoft Project 2000 scheduling reporting resource allocation workflow management and project tracking You can even plan your deadlines depending on constraining events or costs With this handy guide at your side you can come in under budget and in plenty of time **Microsoft Project 2002 For Dummies** Nancy Stevenson,2002-05-31 Get expert tips on using Project to keep all your projects on track Make the most of Project to manage people time and money Microsoft Project is a powerful tool for planning and managing projects But where do you begin Don t worry Filled with plain English explanations and practical tips this friendly guide shows you how to put Project to work right away You ll discover how to define tasks allocate resources manage costs track progress communicate information and deliver results on time and within budget The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun Get smart www dummies com Find listings of all our books Create your own personalized book with Hungry Minds a la Carte Sign up for daily eTips at www dummiesdaily com **The Project Manager's Partner** Michael Greer,2001 Annotation This guide can be used as a stand alone or as the participants booklet with the title Project Management for Workgroups It is organized around 20 key project manager actions and results with the majority devoted to providing new project managers with the tools to get quality results Microsoft Project 2002 For Dummies Nancy Stevenson,2002-05-31 Get expert tips on using Project to keep all your projects on track Make the most of Project to manage people time and money Microsoft Project is a powerful tool for planning and managing projects But where do you begin Don t worry Filled with plain English explanations and practical tips this friendly guide shows you how to put Project to work right away You ll discover how to define tasks allocate resources manage costs track progress communicate information and deliver results on time and within budget The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun Get smart www dummies com Find listings of all our books Create your own personalized book with Hungry Minds a la Carte Sign up for daily eTips at www dummiesdaily com **Managing with Microsoft Project 98** Lisa A. Bucki,1998 Exploit the power of Microsoft Project 98 to cut costs get more done with fewer team members and build a track record of timeliness and reliability From resource driven scheduling to chart formatting no matter what you want out of Microsoft Project this book will help you get it done *User's Guide for Microsoft Project 98* Microsoft Corporation,1984 **Cumulated Index to the Books** ,1999 **Software Development** ,1999 **The Cumulative Book Index** ,1999 Microsoft Project 98 Step by Step Catapult, Inc,1997 The easy to follow lessons include clear objectives and real world business examples so users can learn exactly what they need to know at their own speed Managers can more effectively communicate information throughout their organizations by putting the powerful features of Microsoft Project 98 to work **Forthcoming Books** Rose Army,2000 *PM Network* ,2000 *User's Guide for Microsoft Project 98* Microsoft Corporation,1997 **New Perspectives on Microsoft Project 2000** Lisa L. Friedrichsen,Rachel Biheller Bunin,2000 Part

of our New Perspectives Series this text offers a case oriented problem solving approach to teaching students about Microsoft Project 2000 It s a perfect add on for any Project Management course *PC/Computing* ,1999 *PRO VB PROJ MN*, STURM,1999-08-26 Visual Basic programmers will find this a must need for a one stop Project Management resource offering a structured clear methodology for building software projects Combines information on the growth area of UML and Project Design with the established VB sector **The Publishers Weekly** ,2000

## Unveiling the Power of Verbal Beauty: An Emotional Sojourn through **Microsoft Project 98 For Dummies**

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