

Microsoft Project Professional 2010 User Guide

If you were to analyze your team's performance on a typical project, you'd be surprised how much time is wasted on non-productive tasks. This hands-on guide shows you how to work more efficiently by organizing and managing projects with SharePoint 2010. You'll learn how to build a Project Management Information System (PMIS), customized to your project, that can effectively coordinate communication and collaboration among team members. Written by a certified Project Management Professional (PMP) and Microsoft SharePoint MVP with 15 years of IT project management experience, each chapter includes step-by-step guides as well as workshops that help you practice what you learn. Build a SharePoint PMIS that requires little assistance from your IT/IS department Define access permissions for project stakeholders and team members Centralize project artifacts and keep track of document history with version control Track project schedules, control changes, and manage project risks Automate project reporting and use web parts to generate on-demand status reports Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook Apply your knowledge of PMIS techniques by working with a case study throughout the book "If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization, this book is for you!" –Susan Weese, PgMP, President and Founder, Rhyming Planet

Team Foundation Server is now for everyone! Team Foundation Server is an integral part of Microsoft's Application Lifecycle Management suite for managing and delivering software projects. The 2013 update has opened up TFS for everyone by expanding capabilities to support iOS, MacOS, Android, and Java development. Professional Team Foundation Server 2013 covers the latest updates for Agile Project Management, Test-Case Management, Release Management, and shows new users the TFS workflow for managing and delivering products. The authors leverage their positions as MVP Microsoft insiders to guide you step-by-step through all things TFS, as well as help prepare you for the Team Foundation Server Certification Exam. Provides a broad overview of Team Foundation Server for developers, software project managers, testers, business analysts, and others wanting to learn how to use TFS Gives TFS administrators the tools they need to efficiently monitor and manage the TFS environment Covers core TFS functions including project management, work item tracking, version control, test case management, build automation, reporting Explains extensibility options and how to write extensions for TFS Helps certification candidates prepare for the Microsoft Team Foundation Server 2013 certification exam Professional Team Foundation Server 2013 is the ultimate guide to mastering this invaluable developer's tool.

?This book contains a collection of research papers on accounting information systems including their strategic role in decision processes, within and between companies. An accounting system is a complex system composed of a mix of strictly interrelated elements such as data, information, human resources, IT tool, accounting models and procedures. Accounting information systems are often considered the instrument by default for accounting automation. This book aims to sketch a clear picture of the current state of AIS research, including design, acceptance and reliance, value-added decision making, interorganizational links, and process improvements. The contributions in this volume emphasize that AIS has grown into a powerful strategic tool. The book provides evidence for this observation by examining a wide range of current issues ranging from theory development in AIS to practical applications of accounting information systems. In particular it focuses on themes of growing interest in the realm of XBRL and Financial Reporting, Management Information Systems, IT/IS Audit and IT/IS Compliance. The book will be of interest to financial and managerial accountants and IT/IS practitioners, including information systems managers and consultants.

Conquer Microsoft Project 2010—from the inside out! You're beyond the basics, so dive right in and really put your project management skills to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Project 2010—and challenge yourself to new levels of mastery. Take charge of the project triangle—time, money, and scope—to balance your plan Enable collaboration among team members, sponsors, and other project stakeholders Manually schedule tasks or use the automatic scheduling engine Track and control your project using earned value analysis Create pivot views of project data with Microsoft Excel(R) 2010 and Visio(R) 2010 Manage project activities in an enterprise project-management environment Apply your experience to future projects by creating your own custom templates

A comprehensive, research-based introduction to healthcare management, covering healthcare systems, services, organisations and management.

This book is an update of the author's Primavera P6 Version 8 to 18 book and contains a new section on Visualizer. The workshops have been updated so they start in the future. The book has been written so it may be used with any software industry version. The book is packed with screen shots, constructive tips and contains workshops with solutions at the end of each chapter for the reader to practice the skills taught. It has been written so it may be used with either the Professional Project Management Client version or the Enterprise Project Portfolio Management Optional Client. The book is aimed at: 1. People who wish learn the software but are unable to attend a training course and find the software reference manual hard going. 2. Project management companies who wish to run their own software training courses or provide their employees with an alternative text to the vendor supplied user manual. 3. Training organizations requiring a training manual to run their own training courses. This book is a PMI Approved course and instructors' PowerPoint slide shows are available to training organizations. PMI REPs may apply to have this course licensed to them and award 21 PDUs to each attendee.

Primavera Systems Inc. originally asked the author to write this book and this publication is ideal for people who would like to gain an understanding of how the software operates up to an intermediate level. It covers only Primavera Versions 8, 15 and 16 Professional Client and Optional Client. It explains some of the differences from SureTrak, P3, Microsoft Project and Asta Powerproject to assist people converting from other products. The book is designed to teach planners and schedulers in any industry how to setup and use the software in a project environment. It explains in plain English and in a logical sequence, the steps required to create and maintain an unresourced and resourced schedule. It tackles some of the more complex aspects of the software that the user manual does not address. It highlights the sources of information and the methods that should be employed to produce a realistic and useful project schedule. The book provides advice on how on how the many software options may be applied to projects environments and it aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Primavera to schedule projects by:

Concentrating on the core functions required to set up an enterprise environment and how to plan and control projects. Providing command lists at the start of each chapter as a quick reference. Providing a comprehensive table of contents and index of all topics. The book is intended to be used: As a self-teach book, or A user guide, or A training manual for a three-day training course. This book is written by an experienced scheduler, who has used the software at the sharp end of projects and is not a techo. It draws on the author's practical experience in using the software 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.

The ideal on-the-job reference guide for project managers who use Microsoft Project 2010 This must-have guide to using Microsoft Project 2010 is written from a real project manager's perspective and is packed with information you can use on the job. The book explores using Project 2010 during phases of project management, reveals best practices, and walks you through project flow from planning through tracking to closure. This valuable book follows the processes defined in the PMBOK® Guide, Fourth Edition, and also provides exam prep for Microsoft's MCTS: Project 2010 certification. Explains Microsoft

Project 2010, the leading software tool for project managers Shows working project managers practical ways to use Project 2010 on the job Delves into project planning, tracking, reporting, and project closure, and explores best practices for all phases of planning Reveals new software features, including tools that show what factors are affecting the schedule, a "what-if" scenario builder, and how slippages affect other aspects of the project Follows processes and procedures from The Guide to Project Management Body of Knowledge (PMBOK®), Fourth Edition Covers the skill set required for the MCTS: Microsoft Project 2010, Managing Projects certification, so you can use this book for exam prep This valuable book follows the processes defined in the PMBOK Guide, Fourth Edition, and also provides exam prep for Microsoft's MCTS: Project 2010, Managing Projects certification. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMBOK is a registered mark of the Project Management Institute, Inc.)

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

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 successfully Learn the program inside out. Get step-by-step instructions for Project Standard and Project Professional Build and refine your plan. Put together your team, schedule, and budget Achieve the results you want. Build realistic schedules, and learn how to keep costs under control Track your progress. Measure your performance, make course corrections, and manage changes Use Project's power tools.

Customize Project's features and views, and transfer info directly between Project and other programs

A handbook full of pictures (249 images and 193 pages), extensively commented using a clear and simple language that will lead to an easy understanding of the main concepts and functionalities which are effectively needed in your daily use of Microsoft Project 2010. As the "Fast learning handbook" subtitle suggests, this handbook goes straight to the heart of the matter and never leads the reader to drift away from which are the key concepts and from how MS Project 2010 works. If you have been using for years the previous versions of Project, this handbook will help you lose the "bad habits" you picked up while using this sophisticated program and will suggest the right approach for the future! This Microsoft Project 2010 handbook I have written focuses on the main aspects of the most sophisticated software available for handling projects in any area (building, production, finance, credit, non-profit, and so on). One of the reasons of the appreciation many customers have expressed is due to the fact that this guide aims at teaching "how to use" these functionalities and it is not an astonishing list of details that is typical of most books about Project (have you in mind the 500 or more page books you can see in the bookshops?).

Task based approach to learning software uses, features, and commands Project Software available free with DreamSpark Premium license for the department available upon adoption

Microsoft® SharePoint 2010 Unleashed Michael Noel Colin Spence Using Microsoft SharePoint 2010 technologies, organizations can bring together, utilize, and collaborate with information from virtually any source. Microsoft SharePoint 2010 Unleashed is the most complete, practical resource for all administrators, managers, architects, users, and power users who want to make the most of this powerful platform. Drawing on their experience implementing SharePoint solutions in hundreds of organizations, Michael Noel and Colin Spence cover all facets of succeeding with SharePoint: planning, deployment, migration, scalability, administration, security, Microsoft Office integration, workflow and dashboard development, and more. Noel and Spence illuminate the newest SharePoint innovations, from new social networking features to improved search, helping you make the most of both SharePoint Foundation and SharePoint Server 2010. Using easy-to-understand, step-by-step examples, the authors help you streamline administration, optimize performance, control cost, and implement high-value solutions for collaboration, document management, and business intelligence. Architect and implement SharePoint 2010, and migrate from legacy SharePoint servers Perform advanced installations that maximize scalability Monitor, back up, and restore SharePoint environments Maintain the SQL Server databases on which SharePoint 2010 relies Systematically improve edge, transport, and content security Deploy SharePoint in extranets and alternative authentication scenarios Create highly efficient virtualized SharePoint 2010 farms Customize and manage libraries and lists for your specific requirements Design and manage pages and sites for knowledge workers Effectively manage metadata and content types Integrate content using Office Web Apps and Excel, Access, and Visio Graphics Services Create both out-of-the-box and customized SharePoint workflows Develop custom solutions with SharePoint Designer 2010 and Visual Studio 2010 Create BI solutions with PerformancePoint and Business Connectivity Services Govern your SharePoint ecosystem for maximum value Michael Noel, MS-MVP, MCITP, is an internationally recognized technology expert, bestselling author, and well-known public speaker on a wide range of IT topics. He is the author of 17 books, including Exchange Server 2010 Unleashed, Windows Server 2008 R2 Unleashed, and Microsoft Forefront Unleashed. His books have been translated into more than a dozen languages. Colin Spence, MCP, MCTS SharePoint, has worked with SharePoint technologies for nearly a decade, helping hundreds of clients architect, implement, and manage customized SharePoint solutions. He speaks, publishes, and blogs regularly on SharePoint technologies. Noel and Spence are partners at Convergent Computing, a leading Microsoft partner in the San Francisco Bay area, and co-authors of SharePoint 2007 Unleashed. ON THE WEB: Download all examples and source code presented in this book from informit.com/title/9780672333255 Category: Microsoft Office 2010 Covers: Microsoft SharePoint 2010 User Level: Intermediate–Advanced

Build effective solutions for real-world business scenarios—using out-of-the-box tools in Microsoft SharePoint Server, SharePoint Foundation, and Office 365. Each chapter in this hands-on book focuses on a single business project, using a standard approach to guide you through the solution-building process from start to finish. Apply your skills as a SharePoint power user or site administrator—and get started now. Tackle 10 common business problems with proven SharePoint solutions

- Set up a help desk solution to track service requests
- Build a modest project management system
- Design a scheduling system to manage resources
- Create a site to support geographically dispersed teams
- Implement a course registration system
- Build a learning center with training classes and resources
- Design a team blog platform to review content
- Create a process to coordinate RFP responses
- Set up a FAQ system to help users find answers quickly
- Implement a cost-effective contact management system

Due to the increasing importance of product differentiation and collapsing product life cycles, a growing number of value-adding activities in the industry and service sector are organized in projects. Projects come in many forms, often taking considerable time and consuming a large amount of resources. The management and scheduling of projects represents a challenging task and project performance may have a considerable impact on an organization's competitiveness. This handbook presents state-of-the-art approaches to project management and scheduling. More than sixty contributions written by leading experts in the field provide an authoritative survey of recent developments. The book serves as a comprehensive reference, both, for researchers and project management professionals. The handbook consists of two volumes. Volume 1 is devoted to single-modal and multi-modal project scheduling. Volume 2 presents multi-project problems, project scheduling under uncertainty and vagueness, managerial approaches and a separate part on applications, case studies and information systems.

This title features step-by-step instructions on using Microsoft Project and Project Server 2010 to best utilize and manage scarce resources devoted to project portfolios.

A friendly reference guide to Microsoft Project, the leading enterprise project management software As project management software, Microsoft Project allows you to oversee your business activities effectively. You can manage resources, share project info, perform modeling and scenario analysis, and standardize reporting processes. This easy-to-understand guide is completely updated to cover the latest changes and newest enhancements to Project 2010 and shows you how to get Project 2010 to work for you. After an introduction to basic project management concepts, you'll discover the mechanics of using Project software to create and manage projects. Other topics covered include working with calendars, using and sharing resources, budgeting, formatting taskbars, gathering and tracking data, working with reports, and creating templates. Microsoft Project allows you to manage resources, share project information, perform scenario analysis, and standardize reporting processes Offers completely updated coverage of the new Project 2010, which is expected to implement the Office Ribbon Reviews formatting taskbars, gathering and tracking data, and working with reports Addresses using and sharing resources, creating templates, and managing projects Let the friendly For Dummies writing style guide you through maximizing the new features of Project 2010.

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

Learn the dynamics of the grant-seeking process, including proposal writing and grant management, for public, school, and academic librarians. • A bibliography • A glossary

Research and Development is the vehicle by which organizations and economies create opportunity, innovation and secure a stream of future products and services. These outcomes are all critically important sources of sustainability in a world that is changing faster than most companies can keep up. The challenge behind them is the fundamental unpredictability of R&D; which is why effective project management is so important. Ron Basu's *Managing Projects in Research and Development* explains how and why project management can provide a means of helping to plan, organise and control multi-disciplinary research activities without stifling innovation. Combining research with practical examples and experience from a career that has included blue chip organizations such as GSK, GlaxoWellcome and Unilever, Ron Basu offers a rigorous guide to the fundamentals of R&D project management including project lifecycle management, risk management, cost, time quality and other success measures as well as the keys to operational excellence in this complicated world.

Provide a thorough introduction of the most important Microsoft Access 2010 skills to beginning students with Microsoft Access 2010 Complete, part of the Origins Series. This text includes features that make learning easy and enjoyable, yet challenging for students. Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem-solving skills while gaining the hands-on practice needed to be confident and successful computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Techniques, practical tips, hints, and tricks for Microsoft Silverlight 4 interactions with SharePoint 2010 in this book and eBook.

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.

Equip current and future user-support professionals with the critical people skills and exceptional technical knowledge necessary to provide outstanding support with Beisse's *A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS*, 5E. This useful guide focuses on the informational resources and technical tools students need most to function effectively in a support position. Readers develop the skills to handle troubleshooting and problem solving, successfully communicate with clients, determine a client's specific needs, and train end-users, as well as handle budgeting and other management priorities. Clear, balanced coverage in this edition highlights the latest trends and developments, from Web and e-mail-based support to assistance with Windows 7 and cloud computing. Engaging special features, such as Tips and On the Web Pointers, provide important insights, while new Discussion Questions and Case Projects encourage active participation in the learning process. Leading professional software HelpSTAR and Microsoft Office Project Professional 2010 accompany

Beisse's A GUIDE TO COMPUTER USER SUPPORT FOR HELP DESK AND SUPPORT SPECIALISTS, 5E to reinforce the knowledge and skills your students need for success in today's user-support positions. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Improvements in information and communication technologies (ICTs) have brought about a sea change in the ways in which most people in the industrialized world work. In many organizations the ability to "work remotely" or "telecommute" has helped productivity improve. However, many of the benefits promised by the onset of "mobile working" have failed to materialize. This book explains the technology and strategic issues surrounding mobile working and presents a clear analysis of how this process can be managed. Combining a better understanding of the state of the art in e-business technologies with a focus on how organizations can effectively provide information support for mobile working, this book will also investigate the relationship between human and organizational factors and success in mobile working. With detailed case studies from a range of countries, this book will be useful reading on a range of courses at Masters and MBA level, including e-business, mobile technologies, operations management, technology management and change management.

Discover exciting behind-the-scenes opportunities and challenges in technology today with Schwalbe's unique INFORMATION TECHNOLOGY PROJECT MANAGEMENT, REVISED 7E. This one-of-a-kind book demonstrates the principles distinctive to managing information technology (IT) projects that extend well beyond standard project management requirements. No book offers more up-to-the minute insights and software tools for IT project management success, including updates that reflect the latest PMBOK Guide, 5th edition, the global standard for managing projects and earning certification. The book weaves today's theory with successful practices for an understandable, integrated presentation that focuses on the concepts, tools, and techniques that are most effective today. INFORMATION TECHNOLOGY PROJECT MANAGEMENT is the only book to apply all ten project management knowledge areas to IT projects. You master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing. Intriguing examples from familiar companies featured in today's news, a new Agile case, opportunities with MindView software, and a new chapter on project stakeholder management further ensure you are equipped to manage information technology projects with success. The REVISED Seventh Edition has updated Appendix A for Microsoft Project 2013. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

More than just a book! Get comfortable with simple techniques that you can use to bring order to project management chaos. Don't just read about it: see it and hear it, with step-by-step video tutorials and valuable audio sidebars. Way more than just a book, this is all the help you'll ever need... where you want, when you want! Learn Fast, Learn Easy! Using web, video, and audio Show Me video walks through tasks you've just got to see – including bonus advanced techniques Tell Me More audio delivers practical insights straight from the experts Let Me Try It tasks break down the complex into easy-to-follow, step-by-step sequences

"More than a how-to book, Dynamic Scheduling® With Microsoft® Project 2013 takes you on a journey from concepts through frameworks and processes and then unleashes the power of Project 2013. Easy to use, the book lays out a solid foundation and the authors masterfully walk you through basic functionality and all the new bells and whistles. Enjoy the ride!" —Scott G. Fass, PMP, Strategy, Operations and PPM Executive Microsoft® Project 2013 is a powerful software tool, and like all tools it requires knowledge and skill to be used to its maximum potential. This fully revised new edition provides users with everything they will need to more easily and effectively manage projects to a successful conclusion. Designed for the busy, practicing project manager, Dynamic Scheduling® With Microsoft®Project 2013 will help you get up to speed quickly with the new and enhanced features of Project 2013 (including Project Pro for Office 365) and enable you to create effective schedules using best practices, tips & tricks, and step-by-step instruction. Through the use of helpful screenshots, hands-on exercises, illustrations, and review questions, this guide instructs you on how to build dynamic schedules that will allow you to explore what-if scenarios and dramatically decrease the time you spend making static schedule changes. "A must read, reread, and use daily for all project managers" is what PMI's Project Management Journal had to say about previous editions. This updated version is even better!

A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software. This unique guide is an indispensable resource for anyone who operates within a Project Management Operation (PMO) or is affected by the adoption of project management within an organization. Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives, and who face cost and resource constraints. Because more and more companies are aligning project management with their business strategies, the book not only provides guidance on using Microsoft Project and teaching project management skills, but also includes important information on measuring results and communicating with the executive branch. It also provides valuable guidance in using SharePoint Server for social networking and working within a team. Clearly written and presented, the book: Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics, screen shots, and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels, and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project.

The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office 2010

System features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office 2010 System is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

"This book collects the work of some of the best scholars and practitioners in the fields of e-government and project management, who explore how e-government projects can be managed, planned, and executed with effective project management techniques and methodologies"--Provided by publisher.

Through the use of best practices, helpful screen shots, hands-on exercises, and review questions, this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore 'what if?' scenarios and decrease the time you spend making static schedule changes.

This book 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. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software. Suitable for people who understand the basics of P6 but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the P6 Version 18 but may be used with earlier versions of P6 as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

Business information systems and business information technology are integral aspects of modern business, and managers in these areas are now expected to have knowledge of human and managerial issues, as well as technical ones. This concise and readable book is a level-by-level primer that addresses the core subjects in business information systems and business information technology to enhance students' understanding of the key areas. Each chapter begins with a case study and features at the end: a summary of major points, glossary of terms, suggested further reading and student activities. Some areas covered include: Different functional areas of business, including accounting, HRM and marketing Development and implementation of information systems Methods to support the analysis and design of policy and practice Strategic management to align information technology with organizational needs Covering the subject matter in a highly accessible manner, this is an ideal text for both undergraduate and masters students on business information systems, business information technology and business information management courses. This text is supplemented with over 900 detailed powerpoint slides for instructors, accessible via the Routledge Instructor Resource page at <http://cw.routledge.com/textbooks/instructordownload/>

This is the world's most expert, complete, and practical guide to succeeding with Microsoft Project 2010! World-renowned project management consultants QuantumPM help you improve Project 2010 planning, scheduling, resource assignments, budgeting, collaboration, workload analysis, progress reporting, completion, closure, and more. Get comfortable with Project 2010, leverage its immense power, and tailor it to your unique needs—no matter how large or complex your project may be! Real solutions, new techniques, innovative shortcuts!

- Get started fast with Microsoft Project 2010 and its new Ribbon interface
- Plan and initiate your project to maximize the likelihood of success
- Create an effective preliminary project schedule
- Accurately define task logic and project resources
- Prepare work formulas and schedule resource assignments
- Refine and review your schedules, and perform an effective "Reality Check"
- Use Project 2010 to collaborate more efficiently with colleagues and partners
- Track progress and costs, and analyze project performance
- Customize Project 2010's reports, views, tables, filters, groups, fields, toolbars, menus, and forms
- Work with multiple projects at once, and resolve complex resource allocation problems
- Analyze and present Project data in other applications, including Excel and Visio
- Identify and solve problems with your project and with Project 2010 itself

All In Depth books offer

- Comprehensive coverage with detailed solutions
- Troubleshooting help for tough problems you can't fix on your own
- Outstanding authors recognized worldwide for their expertise and teaching style

Learning, reference, problem-solving...the only Project 2010 book you need!

Access 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Access 2010, and get more done in less time. Legendary Access expert Roger Jennings provides specific, tested, proven solutions to the problems Access database users and developers run into every day: challenges other books ignore or oversimplify. Jennings thoroughly covers all facets of working with Access 2010, and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros. New coverage also includes: customizable Ribbon and Themes; the revamped Macro Designer; Quick Start Fields; IntelliSense support in Expression Builder; Application Parts and Navigation Forms; conditional formatting and data bars in reports; and new web database publishing techniques. As with all In Depth books, Access 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. Step-by-step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Roger Jennings, a world-renowned Access expert who has sold more than 1.25 million books! Covers all aspects of working with Access 2010, from the customizable Ribbon and Themes to conditional formatting, advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010, from hobbyists to power users to corporate developers

Dive into the business intelligence (BI) features in SharePoint 2010—and use the right combination of tools to deliver compelling solutions. This practical guide helps you explore several BI application services available in SharePoint 2010 and Microsoft SQL Server 2008 R2. You'll learn each technology with step-by-step instructions, and determine which ones work best in specific BI scenarios—whether you're a SharePoint administrator, SQL Server developer, or business analyst. Choose the BI tools that meet your needs—and learn how they work together Examine the BI lifecycle, from determining key performance

indicators to building dashboards Take Microsoft Excel further—gain more control and functionality with web-based Excel Services Mash up data from multiple sources using PowerPivot for Excel 2010 Create data visualizations with objects, context, and metrics using Microsoft Visio Services Build dashboards, scorecards, and other monitoring and analysis tools with PerformancePoint Services Use SharePoint to view BI reports side by side, no matter which tools were used to produce them Your companion web content includes: Interactive exercises that help you try out concepts or techniques Code samples that enable you to work with the exercises

This book 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. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013, 2016 and 2019 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. The book picks out many of the key aspects from the author's exiting books and adds a substantial amount of new and original text to produce a pocket guide that omits describing the intuitive and obvious functions and concentrates on the issues that many users get stuck on or find hard to understand.

Pro Freeware and Open Source Solutions for Business is a practical guide for the small business owner seeking viable alternative to expensive commercial software packages and subscriptions. This comprehensive look at the powerful alternatives to expensive proprietary software provides an illustrated overview of no-cost software solutions. In this book you will find free and open source solutions for office productivity, PDF creation, accounting, image editing and graphic design, desktop publishing, 3D design, CAD, audio and video editing, website and blog creation, customer relationship management, point of sale, networking and security, and alternatives to the Windows and Macintosh operating systems. This guide helps free the cost-conscious business owner from the bonds of expensive proprietary software by exploring the free and powerful alternatives that exist. You can save a substantial sums of money by replacing just a few commercial software titles with free and open source solutions. Learn how with Pro Freeware and Open Source Solutions for Business today.

This Microsoft Office 2010 Introductory text, part of the Origins Series, includes features that make learning easy and enjoyable, yet challenging for learners. Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving skills. This is a hardcover text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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