

Microsoft Project 98 For Dummies

GoldMine For Dummies enables you to use GoldMine to manage client relationships and excel in areas of sales, marketing, and customer service like never before. Written in plain English, this book helps you discover the easy way to prospect for customers and mine your contacts:

- * Familiarize yourself with GoldMine basics, from navigating the database to setting preferences and default values.
- * Organize contacts by understanding screen functions, fields, and notes as well as contact, detail, and referral tabs.
- * Get a grip on upcoming events by scheduling activities, and check on those already scheduled.
- * Understand GoldMine Filters and Groups, which enable you to send out batches of letters, faxes, and e-mails.
- * Use the InfoCenter to store and distribute company information.
- * Configure GoldMine for those who travel or for those who manage people who don't work in the main office.

A guide to the project management tool covers such topics as creating tasks and assign constraints, estimating project costs, resolving scheduling problems, creating project reports, and consolidating projects.

Provides step-by-step lessons on creating schedules, Gantt charts, and budgets, and creating customized reports with graphics, audio, and video

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.

Create project plans that make the most of your money and time Get your projects on track, manage resources, and share information online Project 2007 helps you keep your projects on track by providing sophisticated tools for building task outlines and important timing relationships; efficiently assigning people, cost, and material resources; and keeping everyone and everything on schedule. Get an overview of the benefits of Project Server and Project Web Access for communicating with your team and managing your project online. All this on the bonus CD-ROM Tools for creating enhanced graphics and reports Strategic planning and brainstorming tools Project add-ons that improve your time reporting and tracking capabilities For details and complete system requirements, see the CD-ROM appendix. Discover how to Employ the powerful new features of Project 2007 Track down problems with Task Drivers Explore Project's new Visual Reports Get tips for saving time and money on your projects Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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.

Necessity for greater flexibility and understanding of project management is coming into its own--even though most people manage projects as part of other duties. This guide seeks to provide consumers with a comprehensive understanding of the features, functions, and best practices of project management by thorough coverage of the industry's leading project management tool.

Whether your job is to manage the construction of a building, oversee the launch of a new product, host an international

event, or plan a company party, Microsoft Project 2003 can help. Microsoft Project 2003 For Dummies shows you how to use the program to plan, schedule, and budget all phases of a project, assign the resources, create essential reports, and monitor your progress. If you're new to Project, you'll find what you need to get up to speed, including info on how Project works, finding your way around, and building your first Project plan. If you've used an earlier version of Project, you'll delve into Project 2003 and all of the new features it puts at your fingertips. Complete with case histories, screen shots, and step-by-step instructions, this guide walks you through: Making calendar settings, building a task-outline, and entering timing and timing relationships for tasks Assigning resources and material costs to tasks Using scheduling and tracking tools: The Gantt Chart which is the main view of Project; The Network Diagram (version of a PERT (program Evaluation and Review Technique) chart; Risk management; and Resource management Recalculating based on what-if scenarios to solve resource conflicts, get your costs within budget, or meet your deadlines Understanding the task/subtask structure, creating an outline, and working with WBS (Work Breakdown Structure) codes Working with a combination of cost types (fixed, work, and material) and customizing costs fields with Value Lists Saving your plan with a baseline Using the tracking toolbar and to record actual activity, update fixed costs, and more Generating and formatting standard reports (complete with graphics), creating custom reports, and using the XML Reporting Wizard If you have Project Server (that complements Project 2003 but is not included), this book shows you how to use Project in an enterprise environment to centralize information online and get real online collaboration. You can publish projects to the Web, allow team members to update their progress, analyze your project status, and generally communicate in one central, online location. Microsoft Project 2003 For Dummies is complete with a bonus CD-ROM that includes: Add-on tools and templates Case history examples Test preparation questions for the Project Management Institute (PMI) certification exam Milestones Project Companion and Project KickStart trial versions Cobra, WBS Chart Pro, PERT Chart Expert, and TimeSheet Professional demo versions Use this friendly guide to get comfortable with Project. You'll wonder how you managed without it.

Microsoft Project 98 For DummiesFor Dummies

Diabetes is all about sugar. And for the millions of people worldwide who live with one of the two forms of the disease, diabetes also is all about understanding causes, symptoms, treatments, and the importance of diet and exercise. Among medical conditions, few diseases have been shown to affect every part of the person. Diabetes claims that reputation, making knowledge the best medicine for thriving with – not just surviving – this common mind and body health challenge. A diagnosis of diabetes may send shivers through the patient, ripples that reach out to family, friends, associates, acquaintances, and folks who'll someday cross paths – personally or professionally. Diabetes For Dummies speaks to

anyone who wants to know what the disease will mean in their own or someone else's experience, from the first moment when the word darts out of the doctor's mouth through all the ups and down of a long and satisfying life. This down-to-earth, compassionate guide gives you the nitty-gritty on ways to Prevent and manage diabetes Choose the best treatment plan Find the right practitioner Build a support team Stick to an effective diet program Locate additional help online A healthy supply of knowledge and insight can help you face the facts of diabetes, a major medical condition surrounded by myth and personal opinion – some well-founded and some, well, fabricated. Diabetes For Dummies explores the real deal on Working through your initial reaction to a diagnosis of diabetes. Knowing what whether you have type 1 or type 2. Battling short- and long-term complications. Monitoring your glucose. Managing the disease with diet and exercise. Helping your child or parent handle his or her own diabetes. Cooking up diabetes-friendly meals with tasty recipes. By following the rules of good diabetic care, you actually can be healthier than people without diabetes who smoke, overeat, under-exercise, or combine these and other unhealthy habits. This friendly resource will move beyond the "bad" news sensed at diagnosis to a good start at staying fit and feeling great!

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.

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.

Written by the Manager of Technical Writing at Microsoft, this book explains the fundamentals of project management and the full features of Microsoft Project '98.

With each new high-tech gadget that creeps into our lives, the demands on our time and attention only seem to multiply. Staying on top of things was hard enough before cell phones, the Internet and wireless remote devices. Now most of us spend our days in a fever dream of conflicting demands, missed deadlines and lost details. But the situation isn't hopeless. Written by bestselling author and entrepreneur, Mark McCormack, Getting Results For Dummies helps you get a grip. Want to get more done in less

time and with less stress—at home and at work? This book can show you how. With Mark as your guide, you'll: Set priorities and stay focused Master low-tech organizational tools Get a grip on email and high-tech toys Cut through clutter Say “no” nicely—and mean it! Never again have to apologize for missed deadlines Maximize your most precious resource—time Using the proven time-management strategies described in this book, you'll accomplish more than you ever thought possible, and have more time for your family and leisure activities. With a minimal investment of time you'll discover how to: Get a handle on overwhelming situations Set goals and create a workable plan Become mentally organized Get paperwork under control Make email and the Internet your friends Create storage solutions Organize your home and your money Schedule your time and avoid time bandits Making your goals contagious and getting others to cooperate Life is too short to waste it in a fog of anxiety and confusion. Let *Getting Results For Dummies* show you how to get organized and improve every aspect of your quality of life.

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.

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

Keep projects on track Microsoft Project 2019 is a powerhouse project management, portfolio management, and resource management tool. Whether you're a full-time project manager or manage projects as part of a larger set of duties, Microsoft Project 2019 For Dummies will get you thinking and operating at the level of a project management guru. Written by a noted project management pro, this book covers the ins and outs of Microsoft Project. Throughout the book, you'll find project management best practices and tips for keeping any project on schedule and under budget. Reference the full set of Microsoft Project 2019 features Learn to think like a project management professional Get into the nuts and bolts of Project for better productivity Create a task schedule that keeps a project moving Identify the golden rules that keep projects on track With Microsoft Project 2019 For Dummies, you'll soon get a grip on all the powerful features of this popular project management software. No matter your level of training or experience, this book will show you how improve your project management with Microsoft Project 2019.

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.

"For beginning and advanced developers"--Cover.

Whether you're a seasoned project manager or an armchair planner, Microsoft Project 98 Bible, the most sophisticated project management software available, is the essential resource for project scheduling, budgeting, tracking, and troubleshooting. Microsoft Project 98 Bible covers it all, from project management basics and cost assignments to advanced techniques such as Internet applications and custom graphic features. In Microsoft Project 98 Bible, authors Nancy Stevenson and Elaine Marmel will hone your project management skills by helping you

- * Establish timing for your project tasks
- * Handle unusual cost situations
- * Use the GanttChartWizard's interactive dialog boxes to format certain aspects of your project
- * Insert drawings and objects in Gantt charts, notes, headers and resource forms.
- * Resolve scheduling conflicts by splitting a task or changing constraints
- * Record time and cost actuals during the course of your project

Microsoft Project 98 Bible also includes a bonus CD-ROM packed with timesaving project templates and high-productivity project management tools like PERT Chart EXPERT, TimeSheet Professional, and Project Kickstart.

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. 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. Including coverage of new scheduling features, this book is the fastest way to learn Microsoft Project 98 quickly and get up to speed on the critical features users need to update and maintain projects. Readers will learn about Resource Contouring, Task Splitting, Cost Rate Tables, and Office 97 integration.

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