

# Study Guide Microsoft Project

Managing Microsoft Project OnlineMOS 2016 Study Guide for Microsoft ExcelA Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI)MOS 2016 Study Guide for Microsoft PowerPointMicrosoft Office Project for Mere MortalsProactive PPM with Microsoft Project 2016 for Project Online and Project ServerMOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint ExamsUltimate Study GuideMicrosoft Project 2019 Step by StepProject+ Study GuideManaging Enterprise ProjectsMicrosoft Project 2016Microsoft Office Project 2003Microsoft Project 2019 For DummiesMicrosoft Project 2010: The Missing ManualMicrosoft Project Server 2013Project Management Case StudiesProject 2010 Project ManagementMicrosoft Project 2016 Step by StepUltimate Study GuideMOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and OutlookHead First PMPUltimate Study Guide for Microsoft Project 2019SharePoint for Project ManagementProject 2010 Project ManagementProject Management Using Microsoft Project 2013MCTS Microsoft SQL Server 2005 Implementation and Maintenance Study GuideThe Project Managers Guide to Microsoft Project 2019MOS Study Guide for Microsoft Word Exam MO-100PMP Project Management Professional Practice TestsMicrosoft Project 2010: The Missing ManualUltimate Study Guide: Foundations Microsoft Project 2013PMP: Project Management Professional Study GuideMicrosoft Project 2013 Step by

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StepMicrosoft Project 2013: The Missing ManualMOS 2013 Study Guide for Microsoft ExcelMicrosoft Project 2007: The Missing ManualPRINCE2 Study GuideIT Project+ Study GuideMOS 2016 Study Guide for Microsoft Word

### **Managing Microsoft Project Online**

Explains how to use the project management software to organize schedules, create Gantt charts, track budgets, reduce waste, and prepare customized reports with multimedia effects.

### **MOS 2016 Study Guide for Microsoft Excel**

A complete guide to Microsoft Project – the most popular project management tool on the market.

### **A Guide to the Project Management Body of Knowledge (PMBOK®) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI)**

What will you learn from this book? Head First PMP teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. This updated fourth edition takes you beyond specific questions and answers with a unique visual format that helps you grasp the big picture of project management. By putting PMP concepts into context, you'll be able to understand, remember, and

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apply them—not just on the exam, but on the job. No wonder so many people have used Head First PMP as their sole source for passing the PMP exam. This book will help you: Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK® Guide, Sixth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining Why does this book look so different? Based on the latest research in cognitive science and learning theory, Head First PMP uses a visually rich format to engage your mind, rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multi-sensory learning experience is designed for the way your brain really works.

## **MOS 2016 Study Guide for Microsoft PowerPoint**

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

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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

### **Microsoft Office Project for Mere Mortals**

### **Proactive PPM with Microsoft Project 2016 for Project Online and Project Server**

Learn Microsoft Project 2019 from the perspective of the project manager. This guide is an all-in-one training resource and reference that covers all versions found in the Microsoft Project 2019 suite. It is not a “how-to” manual covering the features and functions of the software, but is designed to explain and demonstrate why those features and functions are important to you as a project manager, allowing you to maximize the value of Microsoft Project 2019. Each aspect of project-manager-specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting, project management training, and managing real-world projects using Microsoft Project. Readers will appreciate the robust index and

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intuitively organized and learning-oriented chapters, and sub-sections for quick reference and problem solving. “Try it” exercises at the close of every chapter help ensure understanding of the content. What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands-on exercises with step-by-step illustrations Build a plan and work breakdown structure, and manage resources and assignments Utilize enterprise project management for creating a project, monitoring, controlling, and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request.

### **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams**

Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can help you control these variables -- not be controlled by them. But Project is complex software, and learning it is, well, a project in itself. Get up to speed fast with Microsoft Project 2007: The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find

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out what's new in Project 2007 from previous versions, and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007: The Missing Manual, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use Project to:

- Define your project and plan your approach
- Estimate your project, set up a budget, define tasks, and break the work into manageable chunks
- Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines
- Build a project team and assign resources to tasks: "who does what"
- Refine the project to satisfy objectives by building reality into the schedule, and learn to keep project costs under control
- Track progress and communicate with team members via reports, information sharing, and meetings that work
- Close out your project and take away valuable lessons for the future

Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it.

### **Ultimate Study Guide**

The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers—brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your

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plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need

### **Microsoft Project 2019 Step by Step**

With the release of SQL Server 2005, Microsoft is introducing a new multi-exam certification program. The Microsoft SQL Server 2005 Implementation and Maintenance exam (70-431) is the first stop for everyone entering this new certification track, and serves as both a single exam certification as well as the entry exam for the MCITP-level certifications. This book provides an introduction to the development and administrative aspects of SQL Server 2005 and features practical guidance for all aspects of the exam. Get a great start in your certification process today with this comprehensive guide which includes: Hundreds of challenging practice questions plus two bonus exams Leading-edge exam preparation software, including a test engine Authoritative coverage of all key exam objectives, including: Installing and Configuring SQL Server 2005 Implementing High Availability and Disaster Recovery Supporting Data Consumers Maintaining Databases Monitoring and Troubleshooting SQL Server Performance Creating and Implementing Database Objects Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

### **Project+ Study Guide**

Advance your proficiency with Word. And earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist: Word Associate (Word and Word 2019) certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Ready-made practice files

Sharpen the skills measured by these objectives:

- Manage Documents
- Insert and Format Text, Paragraphs, and Sections
- Manage Tables and Lists
- Create and Manage References
- Insert and Format Graphic Elements

EXAM MO-100 About the MOS: Associate Certification A Microsoft Office Specialist (MOS): Associate certification validates your hands-on competency in the correct application of the principal features of an Office product. It demonstrates that you can apply these features to complete associate-level tasks independently and are ready to enter the job market. See full details at: [microsoft.com/learn](https://microsoft.com/learn) Practice Files Available at: [MicrosoftPressStore.com/MOSWord100/Downloads](https://MicrosoftPressStore.com/MOSWord100/Downloads)

### **Managing Enterprise Projects**

The Microsoft Official Academic Course (MOAC) textbook for Project 2016 is designed to help develop and reinforce common workforce skills within today's competitive job markets. With this textbook students learn to establish and navigate through project

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resources like establishing and adjusting resource pay rates and working times. Task assignments include assigning work resources and assignments to tasks; allowing certain actions to tag and change Project's scheduling behaviors. Scheduling refinements and formatting allows students to understand the different task types and the effects of the work formulas. Students will be able to understand how to utilize the task information dialog box to change a task type. This edition also covers project reporting, integrating Microsoft Project with other programs, and managing multiple projects at once. Skills mastery of Project 2016 can help students with casework and differentiate job hunters in today's competitive job market.

### **Microsoft Project 2016**

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive

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Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

### **Microsoft Office Project 2003**

Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small. This crystal-clear book not only guides you step-by-step through Project 2013's new features, it also gives you real-world guidance: how to prep a project before touching your PC, and which Project tools will keep you on target. With this Missing Manual, you'll go from project manager to Project master. The important stuff you need to know Learn Project 2013 inside out. Get hands-on instructions for the Standard and Professional editions. Start with a project management primer. Discover what it takes to handle

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a project successfully. Build and refine your plan. Put together your team, schedule, and budget. Achieve the results you want. Build realistic schedules with Project, and learn how to keep costs under control. Track your progress. Measure your performance, make course corrections, and manage changes. Create attractive reports. Communicate clearly to stakeholders and team members using charts, tables, and dashboards. Use Project's power tools. Customize Project's features and views, and transfer info via the cloud, using Microsoft SkyDrive.

### **Microsoft Project 2019 For Dummies**

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft

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Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

### **Microsoft Project 2010: The Missing Manual**

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it!

### **Microsoft Project Server 2013**

"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 Most companies don't understand SharePoint's power, and use it simply to share documents or spreadsheets. This hands-on book demonstrates how SharePoint can also help you organize and manage complex projects. With SharePoint for Project Management, you'll not only

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understand how to apply common and practical project management concepts in SharePoint, you'll learn how to build a Project Management Information System (PMIS), customized to your project, that can efficiently coordinate communication and collaboration among team members. With this book, you will:

- Learn to apply key project management techniques by leveraging SharePoint as a PMIS Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS
- Appropriately define access permissions for project stakeholders and team members
- Centralize project documents and keep track of document history with version control
- Automate project reporting mechanisms and generate on-demand status reports
- Track project schedules, control changes, and manage project risks
- Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook

Each chapter includes activities that let you practice what you learn. Most SharePoint books are either too introductory (for end users), or too technical (for system administrators). SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software.

### **Project Management Case Studies**

The Ultimate Learning Guide to Microsoft Project 2010: Foundations is a complete learning experience and reference manual for managing projects using the Microsoft Project 2010 desktop application. This book takes a systematic approach to the topical

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ordering which follows the Project Management Institute (PMI) standard. The Foundations volume provides you with detailed and in-depth information for the most important foundational concepts needed for effectively using Microsoft Project 2010.

### **Project 2010 Project Management**

The Ultimate Study Guide for Microsoft Project 2019 is a complete learning experience and reference manual for the Microsoft Project 2019 desktop application. The book takes a systematic approach in teaching you how to define a new project, plan your tasks, revise, enter progress, report progress and more! No one is better placed to teach you the finer points of Microsoft Project than Dale Howard, one of only 26 Microsoft Project MVPs in the entire world.

### **Microsoft Project 2016 Step by Step**

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

### **Ultimate Study Guide**

The quick way to learn Microsoft Project 2019! This is learning made easy. Get more done quickly with

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Microsoft Project 2019. Jump in wherever you need answers—brisk lessons and informative screenshots show you exactly what to do, step by step. Other Project users will want to grab this book as well. Quickly start new plans, build task lists, and assign resources View resource capacity and track progress Capture and fine-tune work and cost details Visualize schedules with Gantt charts and other views and reports Consolidate projects, and share resources across plans Manage modern Agile projects (James Mills, Jr., contributor) Customize Project to maximize your efficiency Leverage improvements to task linking, timelines, and accessibility Master PM best practices while you learn Project Look up just the tasks and lessons you need

## **MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook**

Master all five PMP domains and boost your confidence for exam day PMP: Project Management Professional Practice Tests provides candidates with an ideal study aid for PMP exam preparation. Fully aligned with the A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition, this book provides practice questions covering all five performance domains. Five unique 160- question chapter tests, as well as one practice exam cover Initiating; Planning; Executing; Monitoring and Controlling; and Closing to help you pinpoint weak areas while there is still time to review. An additional 200-question practice test provides a bonus exam--1000 questions in all--, and a year of FREE

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access to the Sybex interactive online learning environment puts a test bank, practice questions, and more at your disposal. The PMP exam is a challenging four-hour, 200-question validation of your project management knowledge. Mimicking exam conditions is one of the best ways to prepare, and this book is designed to test your knowledge, focus, and mental endurance to get you fully prepared for the big day. Test your project management knowledge with 1,000 challenging questions Prepare using up-to-date material that accurately reflect the current exam Access digital study tools including electronic flashcards and additional practice questions In today's IT marketplace, qualified project managers are heavily in demand as employers increasingly require those who are capable of managing larger and more complex projects. The PMP certification shows that you know, understand, and can practice PMBOK guidelines to a rigorous level, and is considered the premier project management qualification out there—so when exam day arrives, complete preparation becomes critical to your success. PMP: Project Management Professional Practice Tests help you gauge your progress, preview exam day, and focus your study time so you can conquer the exam with confidence. To register for access to the online test banks included with the purchase of this book, please visit: [www.wiley.com/go/sybextestprep](http://www.wiley.com/go/sybextestprep).

### **Head First PMP**

Gain in-depth knowledge about standard and custom fields, calendars, scheduling, costing, critical path

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analysis, and exchanging project data with other applications. Learn how to locate and level overallocated resources, how to create and use a shared resource pool file and a master project, and how to record and write macros in VBA.

### **Ultimate Study Guide for Microsoft Project 2019**

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.

### **SharePoint for Project Management**

This is the eBook of the printed book and may not include any media, website access codes, or print

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supplements that may come packaged with the bound book. Advance your everyday proficiency with Word 2016 and earn the credential that proves it! Demonstrate your expertise with Microsoft Word! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Practice files and sample solutions

Sharpen the skills measured by these objectives:

- Create and manage documents
- Format text, paragraphs, and sections
- Create tables and lists
- Create and manage references
- Insert and format graphic elements

About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

## **Project 2010 Project Management**

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

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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.)

## **Project Management Using Microsoft Project 2013**

Experience learning made easy - and quickly teach yourself how to manage the complete project life cycle with Project 2013. With Step by Step, you set the pace - building and practicing the skills you need, just when you need them! Work with Project 2013 on

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your PC or touch-enabled device Build and fine-tune your project plan Schedule tasks and milestones, and assign resources Track progress and costs, and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views, tables, and calendars Learn project-management best practices

### **MCTS Microsoft SQL Server 2005 Implementation and Maintenance Study Guide**

Whether you're a current project manager seeking to validate the skills and knowledge acquired through years of practical experience or a newcomer to the PM field looking to strengthen your resume, the PMP® certification from the Project Management Institute (PMI®) provides you with the means to do so. This updated edition of the best-selling PMP®: Project Management Professional Study Guide was developed to help you prepare for this challenging exam, and includes additional study tools designed to reinforce understanding of critical subject areas. Key Topics Include: Project Initiation. Determining project goals, identifying constraints and assumptions, defining strategies, producing documentation. Project Planning. Refining a project, creating a WBS, developing a resource management plan, establishing controls, obtaining approval. Project Execution. Committing and implementing resources, managing and communicating progress, implementing quality assurance procedures. Project Control. Measuring Performance, taking corrective action, ensuring compliance, reassessing control plans, responding to

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risk event triggers. Project Closing. Documenting lessons learned, facilitating closure, preserving records and tools, releasing resources. Professional Responsibility. Ensuring integrity, contributing to knowledge base, balancing stakeholder interests, respecting differences. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. (PMI, PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

### **The Project Managers Guide to Microsoft Project 2019**

Use this self-paced study guide to learn Microsoft Project 2013 by working through real-world scheduling scenarios. Download the practice files and follow the hands-on lessons to master the mysteries of the Project 2013 scheduling engine. This book is for beginners and novice users who want to solidify their skills or study for the 74-343 certification exam, Managing Projects with Microsoft Project 2013. Microsoft Project MVPs Dale Howard and Gary Chefetz put their years of field experience and teaching expertise into the Ultimate Study Guide and loaded it with best practice recommendations, side notes and warnings to help you succeed.

### **MOS Study Guide for Microsoft Word Exam MO-100**

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes

overviews, step-by-step instructions, and practice projects for each program.

### **PMP Project Management Professional Practice Tests**

**TRAINING FORMAT** This training book is designed to work in either as a self-study or within an instructor-led classroom environment. Detailed course syllabus can be found at our website: <https://www.pmologistics.com/managing-microsoft-project-online>

**DESCRIPTION**

The goal of this training book is to provide students with the knowledge and skills necessary to effectively plan, deploy and administer Microsoft Project Online.

**TARGET AUDIENCE** This training book is intended for Administrators, Systems Engineers, PMO Managers, Project Managers, Consultants and other people responsible for the deployment and management of a Microsoft Project and Portfolio Management (PPM) Solution using Project Online.

**AT COMPLETION** After completing this training book, students will be able to:

- \* Deploy Project Online.
- \* Work with Office 365 Admin Center.
- \* Configure and manage security.
- \* Install and configure Project clients.
- \* Configure and manage time and task management settings.
- \* Create enterprise custom fields and lookup tables.

- \* Configure and manage time and task management settings.
- \* Customize project sites.
- \* Import projects and resources.
- \* Create and configure Project Online workflows.
- \* Share Project Online with external users.
- \* Work with troubleshooting tools.
- \* How to create a custom Project Online Power BI Center.

**PREREQUISITES** Students should have a working

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knowledge of the following: \* Internet web browser. \* Microsoft Project Professional. \* Basic project management concepts. COURSE OUTLINE Module 1: Deploying Microsoft Project Online Lesson 1: Installing Microsoft Project Online Lesson 2: Working with Office 365 Admin Center Module 2: Managing Security Lesson 1: Overview of Project Online Security Lesson 2: SharePoint Security Permissions Lesson 3: Project Online Security Permissions Lesson 4: Creating Project Online Security Entities Module 3: Working with Microsoft Project Clients Lesson 1: Overview of Project Clients Lesson 2: Configuring Project Clients Lesson 3: Using Project Web App Module 4: Configuring Project Online Lesson 1: Configuring Time and Task Management Settings Lesson 2: Configuring Operational Policies Lesson 3: Importing Resources and Project Plans Module 5: Configuring Enterprise Data Settings Lesson 1: Configuring Enterprise Custom Fields Lesson 2: Configuring Enterprise Objects Module 6: Customizing Project Sites Lesson 1: Working with Project Online Workflows Lesson 2: Sharing Project Online with External Users Lesson 3: Managing Queue Jobs and Enterprise Objects Lesson 4: Troubleshooting Tools Module 7: Project Online Administration Lesson 1: Working with Project Online Workflows Lesson 2: Sharing Project Online with External Users Lesson 3: Managing Queue Jobs and Enterprise Objects Lesson 4: Troubleshooting Tools BONUS HANDS-ON LAB How to Create a Custom Project Online Power BI Center Creating a Modern UI SharePoint Site Collection Signing Up for a Power BI Account Using the Power BI Project Online Content Pack Upgrading Free Power BI account to Power BI Pro Adding Power BI Reports to a SharePoint Page

Modifying the Power BI Center Home Page Sharing the Power BI Center Site Sharing the Power BI Dashboard and Testing TRAINING FILES Course files can be downloaded at: <https://tinyurl.com/PRS16-MPO>

### **Microsoft Project 2010: The Missing Manual**

Everything you need to pass the PRINCE2 with flying colors The PRINCE2 Study Guide, Second Edition, offers comprehensive preparation for the latest PRINCE2 exam. Covering 100 percent of the exam objectives, this guide provides invaluable guidance that will help you master both the material and its applications; indeed, a practice-centered approach helps you “learn by doing” to help you internalize PRINCE2 concepts on a deeper level. Although the exam is heavily focused on detailed business process, this guide’s accessible writing and real-world approach make learning fun. Each chapter poses a common project challenge, and walks you through the solution based on essential PRINCE2 principles. A year of FREE access to electronic study aids allows you to study anywhere, at any time, and expert instruction throughout breaks complex topics down into easily-digestible concepts. The PRINCE2 exam is challenging, but thorough preparation is your best defense. Conceptual knowledge is important, but it isn’t enough—knowledge is only useful if you can apply it. This book is designed as your personal PRINCE2 coach: Master 100 percent of the PRINCE2 exam objectives Apply your knowledge to real-world workplace scenarios Test your understanding with

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challenging review questions Access sample questions, electronic flashcards, and other study aids PRINCE2 is globally recognized as one of the premier project management credentials; while less expansive than the PMP, the PRINCE2 is more intense and tightly focused on detailed business processes. Companies around the world are in need of qualified project management professionals to optimize processes and boost organizational performance—and the PRINCE2 certification puts you on the map as a validated professional. If you're ready to take on your next challenge, the PRINCE2 Study Guide, Second Edition, is your ultimate companion for complete preparation.

### **Ultimate Study Guide: Foundations Microsoft Project 2013**

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media

Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

### **PMP: Project Management Professional Study Guide**

This training and reference guide will provide an overview of Microsoft Project 2013, from a project manager's perspective. It is also an excellent preparation guide for Microsoft Exam 74-343: Managing Projects with Microsoft Project 2013. Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses since the release of Microsoft Project version 3 (1993). Prior to the release of Microsoft Project 2013, we were surprised to find that there were no hands-on training manuals available for Microsoft Project 2010 that also covered the enterprise features used in Microsoft Project Professional and Project Web Application. This guide has been created to serve as that comprehensive reference and training guide, assembling content and best practices honed over many years of Microsoft Project and general project management training. Many training guides on technology are primarily manuals on features and functions of the software. The goal of this book is to show why those features and functions are important from a project

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management standpoint (based on PMI's Project Management Body of Knowledge, PMBOK), and then demonstrate how to effectively leverage that value. When used cover-to-cover, this text serves as a comprehensive guide to running a project from initiation to closeout with guides along the way for how to use Microsoft Project. The information in this book was selected based on our 20+ years of project management and Microsoft Project consulting experience, and covers Microsoft Project 2013 Standard, Microsoft Project 2013 Professional, Microsoft Project Server 2013, Microsoft Project Web Application 2013 (PWA) and Microsoft Project Online 2013 for Office 365.

### **Microsoft Project 2013 Step by Step**

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.

### **Microsoft Project 2013: The Missing Manual**

For over 20 years, Microsoft has made professional project management tools available to the masses through the Microsoft Project desktop application and the Project Portfolio Management (PPM) tools Project Online and Project Server. Continuing the tradition started by msProjectExperts many years ago, the latest version of this "blue book" lays out everything a project manager needs to know to effectively use Microsoft Project with either Project Online or Microsoft Project Server 2019. Beginning with an overview of Microsoft's project management tools, Managing Enterprise Projects: Using Project Online and Microsoft Project Server 2019 follows the normal project management life cycle of Defining, Planning, Executing, and Controlling to show you how to effectively use these tools at each step of the cycle. It contains a generous number of Best Practice notes to provide you with our recommendations for best uses of the tools based on our years of field experience. Armed with this book, you will become more effective at using Microsoft Project and the Microsoft PPM tools.

## **MOS 2013 Study Guide for Microsoft Excel**

THE #1 PROJECT MANAGEMENT CASE STUDIES BOOK NOW FEATURING NEW CASES FROM DISNEY, THE OLYMPICS, AIRBUS, BOEING, AND MORE After on-the-job experience, case studies are the most important part of every project manager's training. This Fifth Edition of Project Management Case Studies features more than one hundred case studies that detail projects at high-profile companies around the world. These cases offer you a unique opportunity to experience, first-hand, project management in action within a variety of contexts and up against some of the most challenging conditions any project manager will likely face. New to this edition are case studies focusing on agile and scrum methodologies. Contains 100-plus case studies from companies that illustrate both successful and not-so-successful project management Represents an array of industries, including medical and pharmaceutical, aerospace, entertainment, sports, manufacturing, finance, telecommunications, and more Features 18 new case studies, including high-profile cases from Disney, the Olympics, Boeing 787 Dreamliner, and Airbus 380 Follows and supports preparation for the Project Management Professional (PMP)® Certification Exam Experienced PMs, project managers in training, and students alike will find this book to be an indispensable resource whether used as a standalone or combined with the bestselling Project Management: A Systems Approach to Planning, Scheduling, and Controlling, 12th Edition. PMI, CAPM,

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### **Microsoft Project 2007: The Missing Manual**

"Heavily influenced by the objective domain for the Microsoft Certified Professional Exam 74-344"--Introduction.

### **PRINCE2 Study Guide**

This book focuses on project management best practices with Microsoft Project. It enables project managers to build solid schedules that will reflect the true scope of the project and continuously forecast status through completion. This book is closely aligned with industry standards from the Project Management Institute® (PMI). The overall goal is to teach project managers a practical approach to 'how' they should be using the tools in the context of industry best practices. As such, the book emphasizes the features of Microsoft Project and Project Web App that help facilitate Proactive Project and Portfolio Management (PPM). This book includes: ■ Industry Standards and Proactive PPM ■ Introduction to Microsoft Project and Project Web App ■ Submitting a Project Proposal ■ Developing the Baseline Schedule ■ Collaborating and Tracking Progress ■ Processing Updates and Taking Corrective Action ■ Preparing Status Reports ■ Closing out the Project

### **IT Project+ Study Guide**

Here's the book you need to prepare for the latest version of CompTIA's IT Project+ exam. This Study Guide was developed to meet the exacting requirements of today's certification candidates. In addition to the consistent and accessible instructional approach that has earned Sybex the "Best Study Guide" designation in the 2003 CertCities Readers Choice Awards, this book provides: Clear and concise information on IT project management Practical examples and insights drawn from real-world experience Leading-edge exam preparation software, including a test engine and electronic flashcards You'll also find authoritative coverage of key exam topics, including: IT Project Initiation and Scope Definition IT Project Planning IT Project Execution, Control and Coordination IT Project Closure, Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum (CAQC). Students derive a number of important study advantages with CAQC materials, including coverage of all exam objectives, implementation of important instructional design principles, and instructional reviews that help students assess their learning comprehension and readiness for the exam. Note: On August 10, 2004 CompTIA changed the name of the IT Project+ certification to Project+, "in order to better reflect the title's application beyond IT professionals." Neither the exam objectives nor the exam questions were changed. The CAQC approved content found in this edition of the IT Project+ Study Guide therefore remains valid and suitable for candidates preparing

for the Project+ certification. Note:CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

### **MOS 2016 Study Guide for Microsoft Word**

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

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