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This publication was written so it may be used as: • A training manual, or • A self-teach book, or • A user guide. The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project 2013 by: • Concentrating on the core functions required to plan and control a project.

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This course aims to teaching students how to plan and control projects with and without resources up to an intermediate level using Microsoft Project 2013, 2016 and 2019. This course aim to teach participants: - The user interface and how to create projects, - Scheduling projects without resources, - Filters layouts, printing, baselines,

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The course material is Planning and Control Using Microsoft® Project 2013 and 2016 written by Paul Harris, Eastwood Harris Pty Ltd. This course aims to teach students how to plan and control projects with and without resources up to an intermediate level using Microsoft® Project 2013 or 2016. Classes are facilitated by experienced Project Professionals who encourage open discussions to enable the participants to gain real insight into how to apply knowledge and skills to their own work place.

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Microsoft® Project 2016 is a minor update of Microsoft® Project 2013 and therefore this book covers both versions. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013. It ...

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This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK(r) Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK(r) Guide environment, and discover how to gain the most from the softw

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Provides information useful to create and update project schedules. This book teaches project team members in various industries how to setup and use the software in a project environment. It explains the steps required to create and maintain a schedule. It explains some of the differences between Microsoft Project and other scheduling software.

Aimed at Project Management Professionals who understand the PMBOK registered] Guide Third Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK registered] environment, this user guide and training manual helps them discover how to gain the most from the software.

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The book is designed for users Microsoft Project 2013, 2016 or 2019 to upgrade their skills and for new planners to learn the software. It starts with the basics required to create a schedule, through resource planning and on to more advanced features. There is also a new chapter which introduces the Microsoft Project Server functions. A Microsoft® Project user guide and training manual written for Project Management Professionals following the PMBOK® Guide Sixth 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 chapter. Primarily a Microsoft Project book, it has been written for people learning to use Microsoft Project in a project environment applying the PMBOK® Guide Sixth Edition processes. It aims to teach readers how to plan and control projects created within the software package and stays focused on explaining how to use Microsoft Project to schedule projects by:

1. Explaining which PMBOK® Guide processes the software will support and which it will not support.
2. Concentrating on the core functions required to plan a project.
3. Presents workable solutions to real day to day planning and scheduling problems and contains practical advice on how to set up the software.
4. Explains some of the important differences between Microsoft Project and other scheduling software.
5. Explains some of the more difficult calculations often omitted in other books.
6. Includes exercises to reinforce the learning outcomes, a large number of screen dumps, numerous tips, a detailed index and command list at the start of each chapter as a quick reference. It has a new chapter

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introducing Microsoft Project Server.

All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software. Microsoft® Project 2019 is a minor update of Microsoft® Project 2016 and therefore this book covers versions 2013, 2016 and 2019. This book is aimed at showing project management professionals how to use the software in a project environment. This book is an update of the author's last book "Planning and Scheduling using Microsoft® Project 2013 and 2016. It has revised workshops and includes the new functions of Microsoft Project 2016. This publication was written so it may be used as: · A training manual, or · A self teach book, or · A user guide. The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project 2013, 2016 and 2019 by: · Concentrating on the core functions required to plan and control a project. · Keeping the information relevant to each topic in the appropriate chapter. · Providing a quick reference at the start of each chapter listing

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the chapter topics. · Providing a comprehensive index of all topics. The book is aimed at: · Project managers and schedulers who wish learn the software, however are unable to attend a training course, or require a reference book. · Project management companies in industries such as building, construction, oil & gas, software development, government and defence who wish to run their own software training courses or provide their employees a good practical guide to using the software. · Training organizations who require a training manual to run their own courses. 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 book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software.

All scheduling software is difficult to learn for a number of reasons. None have the optimal settings when installed and templates, views and default options need to be adjusted to obtain the best possible performance. Usually the Help files do not connect the user to real life situations and do not explain the practical use of functions. Furthermore, there are many flicks and switches with obscure names that are difficult to understand or decide what they do or

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which are important. These issues make learning the software very difficult without a comprehensive guide written by an experienced user. Investing in a book written by Paul E Harris will address all these issues and allow you to setup the software properly and understand all the obscure functions letting you become productive more quickly and enhance your career opportunities and salary with a solid understanding of the software. This book is aimed at showing project management professionals how to use the software in a project environment. It designed for users of earlier versions to upgrade their skills and for new planners to learn how to use the software. It starts with the basics required to create a schedule, then setting a baseline and updating a schedule. It then covers resource planning and some of the more advanced features. Microsoft® Project 365 is a subscription version of Microsoft Project 2019 Professional and therefore this book covers versions 2013, 2016 and 2019. This book is similar to other books written by the author but has been tailored for Microsoft Project 365.. This publication was written so it may be used as:

- A training manual,
- or · A self teach book, or
- A user guide.

The book stays focused on the information required to create and update a schedule with or without resources using Microsoft® Project 2013, 2016, 2019 and 365 by:

- Concentrating on the core functions required to plan and control a project.
- Keeping the information relevant to each topic in the appropriate chapter.
- Providing a quick reference at the start of each chapter listing the chapter topics.
- Providing a comprehensive index of all topics.

The book is aimed at:

- Project managers and schedulers who wish learn the software, however are unable to attend a training course, or require a reference book.
- Project management companies in industries such as building, construction, oil and gas, software development, government and defence who wish to run their own software training

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courses or provide their employees a good practical guide to using the software. · Training organizations who require a training manual to run their own courses. 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.

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