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# Microsoft Project 2013: The Missing Manual



## Synopsis

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 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.

## Book Information

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## Customer Reviews

Bonnie Biafore is a Project Management Professional (PMP) with more than 25 years' experience helping clients large and small make project management excellence part of their business strategies. She's written 26 books about project management, investing, personal finance,

Microsoft Project, QuickBooks, and other software programs.

I purchased for an online class in tech project management that I am taking. Very easy to read and follow, makes using Project 2013 a breeze! The author does a great job of translating a boring PM software manual into an enjoyable read. Would recommend for anyone looking to master Project 2013.

I only used it a couple times for class. It went into more detail about different things than my textbook did; however, I barely used it throughout the quarter. I rented the Kindle version which made it very easy to search and find different things in the book.

Bonnie takes a real world approach to project management and applying those principles to MS Project. MS Project works more productively for the user if they have a process and a goal for developing schedules. Her methodology of project process first and then apply the process with example for using the software is spot on. For many years I have used MS Project 2010 Missing Manual as the text I distribute in my classes and I look forward to using MS Project 2013 as I continue to teach MS Project. Ellen Lehnert, MS Project MVP

I am expecting more from a book with title contains "missing". I still found no explanation and workaround for managing multiple projects, which I think Microsoft did not do a good work... but this is another story.

Class required textbook. Easy read/understand and worth the investment.

Another one of those books that become a critical item if you work with this program . . . I find it useful as a "go-to" tool when I get stuck attempting to do something new with this program. Definitely a welcomed "right hand man" when your stuck!!!

I enjoyed how the Missing Manual tied together the elements of project management with Microsoft Project. This is one of the few books I would recommend to beginners as well as seasoned project users. It is well organized and can easily be used as just a reference.

Fantastic. Would buy from you again.

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