Project 2010 For Dummies

Nancy C. Muir

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Project 2010 For Dummies Nancy C. Muir
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.

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