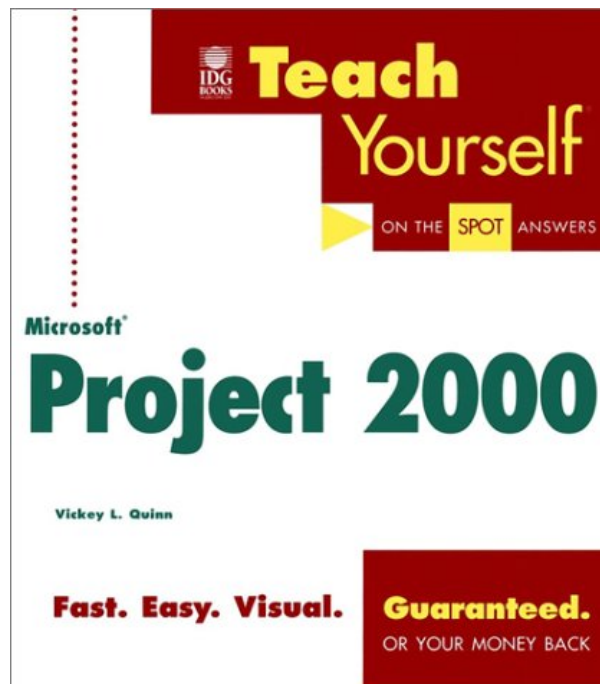
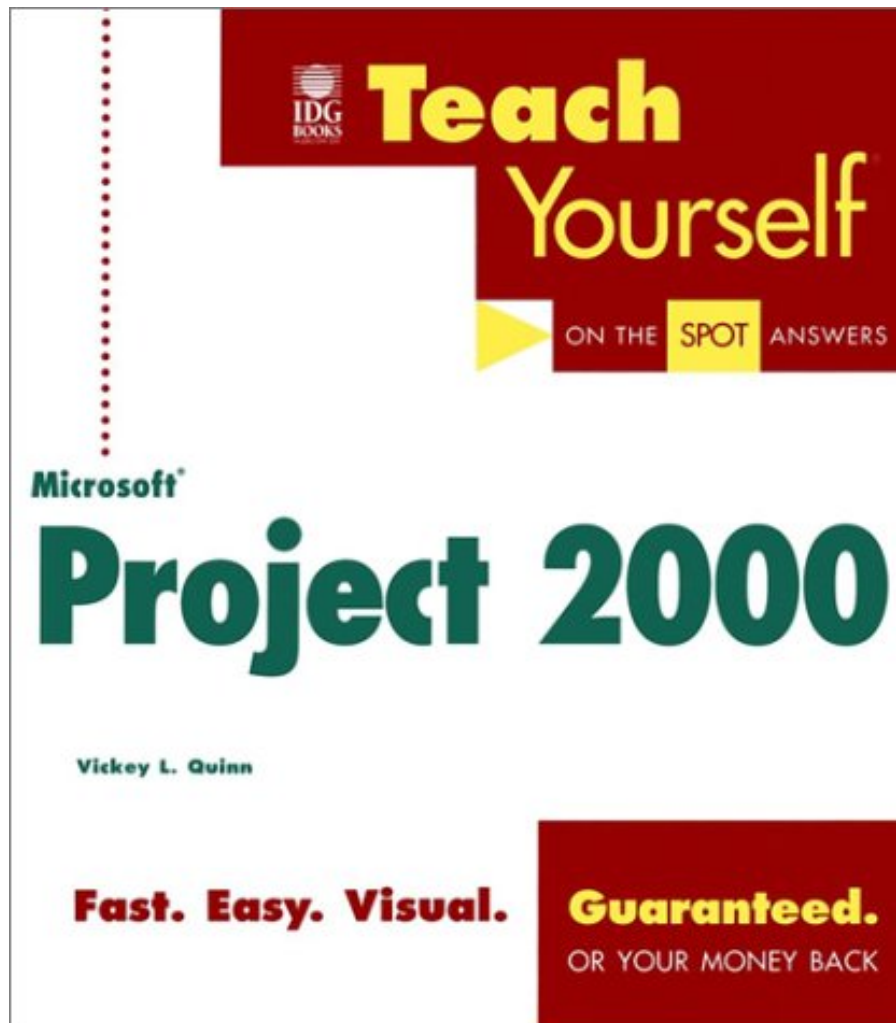


TEACH YOURSELF MICROSOFT PROJECT 2000 (TEACH YOURSELF (IDG)) BY VICKEY L. QUINN



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- Get up to speed on Project basics, from setting tasks to creating schedules
- Use the resource management functions to help set budgets and staffing needs
- Produce attention-getting reports that you can print or publish on the Web
- Harness Project tools to track progress, monitor costs — and stay on the critical path
- Enhance teamwork with the Project workgroup functions

About the Author

About the Author Vickey Quinn has over 15 years experience in the field of project management. After serving as a project manager in an MIS environment, she trained and consulted over 4,500 project management software users throughout North America. In addition, Vickey continues to add to her comprehensive view of project management through her work with many Fortune 1000 companies and governmental agencies across the country. Currently, she provides client-oriented project management consulting support, methodology, and software tool training and support, and designs and develops project management courseware.

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This step-by-step tutorial gives you the information and visuals you need to quickly master Microsoft's powerful scheduling software. You'll come down with a textbook case of learning when you cover everything from starting a project to creating macros that automate project management. Find your own solutions to your project planning problems with this proven self-teaching method.

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Most helpful customer reviews

79 of 86 people found the following review helpful.

Teaching yourself is the only way to learn this product

By Ray A Coker

My view on what a good software book ought to look like has changed a bit over the years. I use to think it needed to include all of the step-by-steps with detailed examples, but the books just kept coming out with longer and longer list of steps that took forever to navigate. Then I wanted comprehensive desktop reference

books but found I never read them and I was always throwing them out with my increasing number of phone books that would pile up in my office. Often I would buy one of those books and then realize when the new version came out I had never even opened the book. I am not sure why I thought I would read several 1000+ page technical reference books a year. I can't even get through the New York Times on Sundays anymore. Besides, MSP on-line help has improved so much that that approach seems a bit dated.

Oh yes, I am embarrassed to admit, I too have bought the dummy and idiot books. I won't say more.

For me, learning software is all up to me. I have to teach myself and all I need is a basic guide to work with. I want simple, clean, easy to read, and to-the-point types of books. You know, books that give you just the right amount of information about topic to get you pointed in the right direction. Books, that you mind to much when you find yourself sort of thumbing through topics. Sort of learning and little, and then moving to another topic. This book fits the bill for me. I know software pretty well so I just want the "gist of a topic," a good screen example, and then a couple of steps. Then I am off figuring out the rest on my own.

What I also like about this book is the consistency in approach and organization. Every page has two screen captures in the same location. The steps are right below them, and a topic is only going to span a couple of pages.

I like the blue. The book feels good.

One thing I found myself doing with this book is looking up all of the web sites referenced on the odd-numbered pages. Found some cool project management stuff along the way and read chapters that caught my eye.

Seems MSP is starting to look more like a project management tool with its new WBS custom codes and network diagram that seems to actually work. Now, if Microsoft would only spend a little money on the product and give us a multiple undo (say at least 100) for a little if-then-thinking, I would be a happy planner.

Ray Coker

20 of 23 people found the following review helpful.

Teach Yourself Microsoft Project 2000

By A Customer

Quinn's Teach Yourself Microsoft Project 2000 is on target. Many of the people that I meet and work with want to learn or enhance their Microsoft Project skills. Learning theory tells us that teaching ourselves is an excellent, effective and efficient way to master new skills. A critical issue is whether the materials are available, and that's a role this book fulfills.

Reviewing and reflecting immediately upon learning new materials lead to mastery of the subject. Specifically, the end-of-the-chapter sections, Personal Workbook, Extra Practice, Visual Quiz, and Real-World Applications, provide superior self-teaching opportunities. This book states its purpose to allow us to learn Microsoft Project 2000 on our own terms and pace and accomplishes its goals. It's a great way to learn this important and popular software.

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