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The version used in the images and diagrams in this guide was Microsoft Project 2003 - Standard Edition. I believe, but I cannot guarantee, that the techniques and procedures described here work fine on older and later versions of Project. Certainly I have used all versions of MS-Project up to 2003 and employed these techniques. However I have no

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scheduled from the start date or backwards from the end date. Set the start/end date as well as the schedule form in the Project Information Pane; to access this dialog box click on 'Project' in the main menu bar and select 'Project Information ...'

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a. From the File tab, choose Project Information, then Advanced Properties. b. Complete the fields, as desired. Click OK. Assigning a Project Calendar For Project to correctly determine a schedule, working and non-working times should be included. Project has three default base calendars - Standard (traditional), 24 Hours, and Night Shift.

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Microsoft Office Project Standard 2003 is



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designed to improve your ability to organize work and communicate effectively and succinctly through familiar, easy-to-use tools. Organized Work: Better organize and manage work and people to ensure that projects are delivered on time and within budget. Organize your work more effectively with powerful scheduling capabilities.

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collaborative projects on the Internet, and tactics for professional presentations of projects.

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schedule; highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule; and more.

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Microsoft Office Project 2003 is a powerful software tool, and like all tools, it requires knowledge and skill to be used to its maximum potential. This fully revised new

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edition of Eric Uyttewaal's best-selling book on Microsoft Project provides users with everything they will need to more easily and effectively manage projects to a successful conclusion. Dynamic Scheduling with Microsoft Office Project 2003: The Book By and For Professionals is not only written by a certified PMP and project management practitioner with over 17 years of experience using and teaching MS Project, but is also based on the cumulative experience of the author's clients, other instructors, and includes insights from numerous other professionals who have used MS Office Project

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successfully.

This 6 page, tri-fold, full-color guide is an invaluable resource for anyone who uses Project 2003! In a clear, user-friendly format, it provides step-by-step instructions, short cuts and tips on how to execute the basic commands of the software, as well as pointing out the many NEW features of this version. Topics include: Using the Getting Started Task Pane, Project Help Task Pane, Smart Tags and the Project Guide; Starting and Saving a Project; Displaying Information in various Views; Using the Task

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Sheet; Entering, Changing, Outlining, Linking, Splitting and Rescheduling Tasks; Setting Deadlines; Adding a Resource and Assigning a Resource to a Task; Assigning Costs to Resources; Saving and Updating a Baseline Plan; Checking Project Progress; Using the Copy Picture to Office Wizard; and much more! An excellent instructional tool for a user new to Project 2003, it also serves as a handy reference tool for the more experienced user.

Written for Project Management Professionals who wish to learn how to schedule projects in

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a single project environment with or without Resources. This user guide contains screen shots and constructive tips. It assists you in understanding how to use Microsoft Project on your projects that follow the PMBOK registered] Guide Processes.

This book is primarily a Microsoft Project book and designed to teach project management professionals, who understand the PRINCE2 2009 and earlier versions of the PRINCE2 methodology, to use Microsoft Project to plan and control a PRINCE2 projects. It identifies which PRINCE2 processes may be handled with

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Microsoft Project and how the software may be effectively used to assist in managing a project. The book is based on Microsoft Project 2007, but may be used with Microsoft Project 2003, 2002 or 2000 as the book outlines the differences between the versions.

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