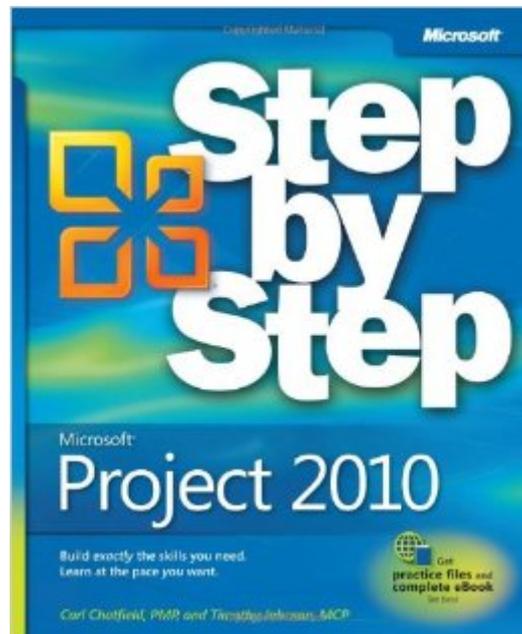


The book was found

# Microsoft Project 2010 Step By Step



## Synopsis

Experience learning made easy-and quickly teach yourself how to manage your projects with Project 2010. With Step By Step, you set the pace-building and practicing the skills you need, just when you need them! Topics include building a project plan and fine-tuning the details; scheduling tasks, assigning resources, and managing dependencies; monitoring progress and costs; keeping projects on track; communicating project data through Gantt charts and other views.

## Book Information

Series: Step by Step

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Average Customer Review: 4.4 out of 5 stars [See all reviews](#) (132 customer reviews)

Best Sellers Rank: #51,006 in Books (See Top 100 in Books) #4 in [Books > Computers & Technology > Business Technology > Microsoft Project](#) #5 in [Books > Computers & Technology > Software > Microsoft > Microsoft Project](#) #11 in [Books > Computers & Technology > Business Technology > Software > Project Management Software](#)

## Customer Reviews

If you are looking for a simple, easy way to teach yourself Project 2010 Step by Step by Carl Chatfield and Timothy Johnson is a good choice. Step by Step (SBS) is a series of textbooks published by Microsoft for learning the applications in the Microsoft Office Suite. The format is hands-on with brief explanations of concepts followed by step by step exercises demonstrating key tasks. Most students can work through the book and its exercises in about 2-3 days of solid study. Disciplined students often find a chapter-a-day to be a reasonably workable pace. You can very effectively skip through the text taking a chapter at a time to learn specific tasks. However, don't plan on using the SBS series for reference book or quick how-to guide. In Project 2010 SBS you will cover the core skills needed for using Project as a standalone application but helps are sprinkled throughout on using Project Server. SBS assumes the reader is already comfortable with the computer and has some experience with the Microsoft Office 2007 or 2010 Ribbons. Project 2010

SBS is a great book for learning the application and does contain many tips and tricks on the project management methodology. However, SBS is not a book on methodology. The brief appendix "Short Course in Project Management" is helpful but not a replacement for training and experience in project management. While the SBS series is best suited for individual study it can be used in the classroom in a pinch. I have used SBS series texts for several applications in classes but they are far from the best option. The price point of around \$19.79 on is appealing for classrooms. The new appendix on using SBS in the classroom is unfortunately not at all helpful for an experienced instructor.

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