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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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Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (25 customer reviews)

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## Customer Reviews

The one-star reviews should just be ignored, but the five-star ones, in my opinion, overstate the case. What is really missing is a decisive editor: the book takes too long to explain things, and sometimes goes in circles, and not in a way that suggests pedagogical intent. As the book seeks to

offer an introduction to project management, not just Microsoft Project, that "soft" material, too, takes up space, and actually distracts and detracts from its coverage of Microsoft Project. Contrast to "Managing Projects with Microsoft Office Project 2007" by Ballew, Reynolds and (surprise!) Biafore, which keeps the "soft stuff" in check, and manages to effectively explain Microsoft Project - alas, an older edition of it. I would not recommend "Microsoft Project 2013: The Missing Manual" to Microsoft Project novices, and point them instead to "Microsoft Project 2013 Step by Step" by Chatfield and Johnson.

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.

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 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.

I teach certification courses and consider myself a power user. I always look for a print or online copy of "the missing manual" books. The publishers are discerning on who they let write for them. The authors provide poignant insight, step-by-step guidance, real-world tips-and-tricks, and etc. Since my first MM book 6 years ago, I've never been disappointed. Reminder: Once you purchase the book, go get your "missing cd" files to accompany the examples.

I recommend this book for any project manager who depends on using Microsoft project for scheduling. This was the first book publish on Project 2013 and it captures all the new features with using project 2013. The author also does a good job covering all the existing features of project.

This book is more than a step by step procedure for using project; she also explains the "why" for so many features. This book should be in all project managers library. Michael Wharton, Project MVP

Ms. Biafore has provided an excellent introduction to Project planning and use of Microsoft's software. The book is well designed and the illustrations and diagrams are very useful. Excellent introduction to Project.

Microsoft Project is an application designed to assist with the documentation and management of projects. This manual does not focus on the use of the application and instead meanders around the topic of project management itself. If you are oblivious to fact that projects have aspects such milestones, resource allocations and end dates and would like to be drawn into an extensive conversation around such topics, then this book may be fine. But if you understand and have established projects before, and just want an effective book to assist with Microsoft Project 2013 itself then this is not for you. It will waste your time. addendum: Instead I also bought Microsoft Project 2013 Plain & Simple - Plain and Simple Microsoft Project? yes; colorful? yes; easy to follow? yes; a manual? no; tells you how to suck eggs? no.

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