



Microsoft Project 4 for Windows Step by Step

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The Fastest Way to Learn Microsoft Project 4 for Windows!

Need to learn Microsoft Project fast? Or want a hands-on introduction to the new features in version 4? Read on!

The easy-to-follow lessons in MICROSOFT PROJECT 4 FOR WINDOWS STEP BY STEP provide an ideal introduction whether you are new to Microsoft Project, are upgrading from a previous version, or are switching from another project management product. This user-paced training system helps you find your best starting point and provides example-driven lessons so you can learn exactly what you need to know, at your own speed. When you've mastered the basics, you'll be introduced to more advanced skills -- using resource management tools, applying project filters, working with multiple projects, and customizing Microsoft Project to fit your personal work style. The appendixes provide excellent reference material on using PERT charts, working with Project templates, and using object linking and embedding (OLE).

Become a Project expert the easy way -- with MICROSOFT PROJECT 4 FOR WINDOWS STEP BY STEP.

The Step by Step Series

The Step by Step series makes it possible for you to learn -- and continue to learn -- computer skills outside a traditional classroom setting. Each book follows a proven, consistent method of teaching developed by professional trainers and presented in an easy-to-use format with integrated practice files on disk.

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