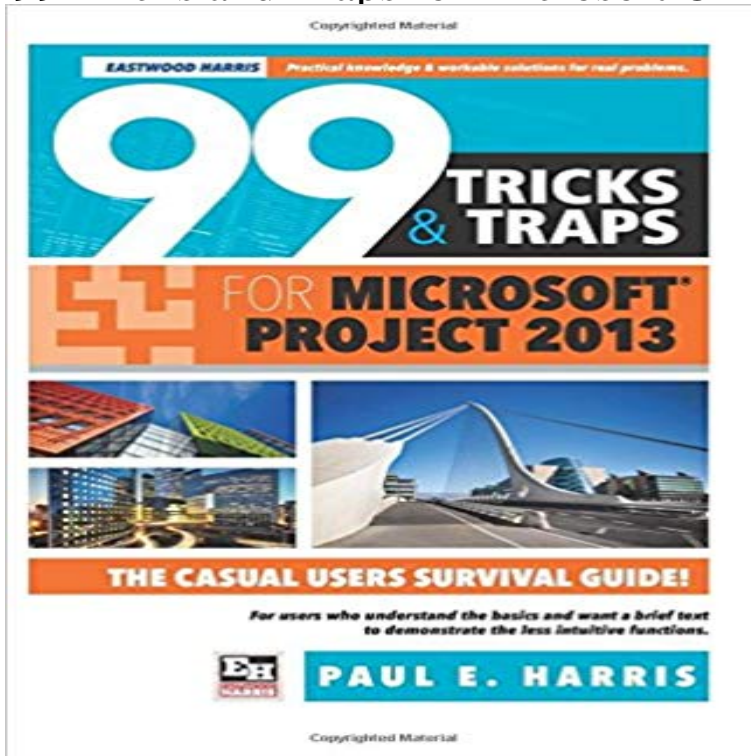


99 Tricks and Traps for Microsoft Office Project 2013



The casual users Survival Guide! Written for people who understand the basics and want a brief text to demonstrate some of the less intuitive functions. The book is aimed at Project Management Professionals who are casual or new users and understand the software basics but require a short and snappy guide. It is the sort of book that may be read without a computer on the bus, train or plane. This book quickly gets down to the issues that many people grapple with when trying to use some of the more advanced features of the software and enlightens readers on the traps that some users fall into and how to avoid them. It demonstrates how the software ticks and explains some tricks that may be used to become more productive with the software and generate better schedules. Suitable for people who understand the basics of Microsoft Project but want a short guide to give them insight into the less intuitive features of the software. It is packed with screen shots, constructive tips and is written in plain English. The book is based on the Microsoft Project 2013 but may be used with earlier versions of Microsoft Project as this book points out the differences where appropriate. Book Reviews: Tricks and Traps is a great title, it really sums up what this book is about. For professional planners, we need to be aware of how the tool behaves and ensure that the outputs of the planning & scheduling process are what we expect. Microsoft Project is an extremely capable tool, but in the quest to make the tool easier to use and more capable, the designers have programmed in a number of traps for the unwary. For people new to scheduling, for those transitioning from other tools, they need to understand the behaviour and limitations of the tool. More importantly, with the knowledge gained from Paul, they can apply his tips and tricks as well as avoid the traps and complexity. Martin Vaughan,

Director, Core Consulting Group, Melbourne, Australia. A must read that will educate users in those areas that no other user manual talks about. Very easy to understand and follow thanks to visual examples of the explained features. This book reveals the unimaginable in-built traps that will trick even the more experienced users. Several settings are required to get Microsoft Project to behave in a reasonable and expected manner due to the fact that a lot of hidden functionality often change the outcome, much to the frustration of the user. Jessica Paula Yabo, Senior Technical Translator, Enterprise Project Controls Pty Ltd. Paul's latest version of MSP2013 Tips and Tricks has added to his already substantial library of project controls manuals that novice and experts have come to rely upon over the years to take the mystery out of the sometimes very tricky options within Microsoft's ubiquitous software. Paul's encyclopaedic knowledge of how the software really works, from a practical standpoint has allowed him to distil the most critical features into this concise guide. The manual takes the guesswork out of using the sometime counter intuitive features and breaks them down into easy to understand steps that are able to be easily found and applied. If you don't have a lot of time and want a quick reference guide to getting up and running in a safe and precise manner, allowing you to get the right answer the first time, then this is the book for you. Michael Jack PMP, Independent Project Controls Consultant, Managing Director, Nietzsche Pty Ltd

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