



# Project 2010 in Easy Steps

*John Carroll*

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## **Project 2010 in Easy Steps** John Carroll

Microsoft Project is an excellent project planning, scheduling, and control tool. This user-friendly guide will quickly get readers started on making use of the powerful features of this program. *Project 2010 in Easy Steps* sets out the right way to start a project and develop the project plan, showing users how to break a project down into tasks, which can then be scheduled, allocated resources, and tracked to completion. It explains the different types of task dependencies and how to use them to make sure things happen when they are needed. Finally viewing and communicating information about a project in a timely way to the other stakeholders is critical to project success; this book shows not only how to do it but the most effective ways to communicate the information. Features new to the 2010 release are also covered in detail, such as the Ribbon interface, user controlled scheduling, and Sharepoint.

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