



# Microsoft® Project 2013 Quick Reference Guide

## Master the Basics in Microsoft® Project 2013

**NAVIGATE MICROSOFT PROJECT 2013**

The **TABS** on the ribbon are organized to present the relevant features for most of the work you'll do in Project 2013.

The **VIEW** tab is the quickest way to move among Views.

Choose the **FORMAT** tab in any View to customize the View.

**TIP!** To show or hide the View Bar, click on the left edge of your pane using your right mouse button. Use the View Bar to change views.

# Microsoft Project Quick Reference Guide 20

**William Naumes, Margaret J. Naumes**



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communicating information about your project in a timely way to the project stakeholders is also critical to success and this book shows you how to do it in the most effective way Project 2013 in easy steps covers the standard and professional versions of the product and how they interface to Project Server and SharePoint server companion products [Microsoft Office Access 2007 Inside Out](#) Jeff Conrad, John L. Viescas, 2007-04-11 You're beyond the basics so dive right in and really put your database skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Access 2007 and challenge yourself to new levels of mastery Create tables that support your database design strategy Import and link to data from spreadsheets text files databases and other ODBC data sources Build simple to complex queries to manipulate data Learn advanced techniques for building and customizing user interface forms Design attractive reports to calculate and analyze large sets of data Automate your application with Microsoft Visual Basic R for Applications Customize the Office Fluent Ribbon Explore using XML and Windows R SharePoint R Services to create Web based applications CD includes Fully searchable eBook plus bonus chapters Sample database applications including query form and report examples Articles from the experts designing databases understanding SQL exporting data and more Links to demos blogs and user communities References for finding Access 2003 commands in Access 2007 Windows Vista R Product Guide eReference and other eBooks For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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**The Complete Idiot's Guide to Project Management with Microsoft Project 2003** Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries [InfoWorld](#) , 1994-06-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

[Metastorm ProVision 6 Made Easy](#) Bill Aronson, 2009-04-28 Free consultation with the author on purchase The new Metastorm ProVision 6 made easy is a great and thorough addition to any ProVision user's library It includes many recommendations based on Bill's experience I recommend the book to anybody needing to know what's under the hood Peter GhysEricsson Australia I have wished for a long time that there was some kind of guide to the ProVision application Bill

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**The Software Encyclopedia**, 1986 **The Art and Craft of Case Writing** William Naumes, Margaret J. Naumes, 2014-12-18 Filled with helpful checklists charts and suggestions for further reading this practical comprehensive and multidisciplinary guide takes readers through the entire case writing process including skills for writing both teaching cases and research cases This edition includes new discussions of students as case writers and how to interpret and respond to reviews as well as updated and expanded material on video multimedia and Internet cases

*Access 2013: The Missing Manual* Matthew MacDonald, 2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book's easy step by step instructions you'll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you're using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

**The Fast Forward MBA in Project Management** Eric Verzuh, 2015-10-12 The all inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the

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**SQL Queries for Mere Mortals** John L. Viescas, Michael James Hernandez, 2014 The 1 Easy Common Sense Guide to SQL Queries Updated for Today s Databases Standards and Challenges SQL Queries for Mere Mortals has earned worldwide praise as the clearest simplest tutorial on writing effective SQL queries The authors have updated this hands on classic to reflect new SQL standards and database applications and teach valuable new techniques Step by step John L Viescas and Michael J Hernandez guide you through creating reliable queries for virtually any modern SQL based database They demystify all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data Three brand new chapters teach you how to solve a wide range of challenging SQL problems You ll learn how to write queries that apply multiple complex conditions on one table perform sophisticated logical evaluations and think outside the box using unlinked tables Coverage includes Getting started understanding what relational databases are and ensuring that your database structures are sound SQL basics using SELECT statements creating expressions sorting information with ORDER BY and filtering data using WHERE Summarizing and grouping data with GROUP BY and HAVING clauses Drawing data from multiple tables using INNER JOIN OUTER JOIN and UNION operators and working with subqueries Modifying data sets with UPDATE INSERT and DELETE statements Advanced queries complex NOT and AND conditions if then else using CASE unlinked tables driver tables and more Practice all you want with downloadable sample databases for today s versions of Microsoft Office Access Microsoft SQL Server and the open source MySQL database Whether you re a DBA developer user or student there s no better way to master SQL [informit.com/aw/forMereMortals.com](http://informit.com/aw/forMereMortals.com)

*U.S. Coast Guard Engineering, Electronics & Logistics*

*Quarterly* ,2008



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